

A minimum of three applicants must be interviewed, assuming three qualified applicants have applied for the position. You may interview more if you choose. When a position has been advertised for the required period of time and a sufficient pool of applicants is established, notify Human Resources immediately.

NOTE: FULLY complete this form ONLY for applicants interviewed. Upon completion, return to Human Resources immediately for timely processing.

Current Employee Yes No

Name: _____
(Last) (First) (Middle)

Position Number: _____

Position Title: _____

Interviewer: _____

Department: _____

NOTE: Rating of applicants will be on the following scale:

0=Unsatisfactory	1=Below Average	2=Satisfactory	3=Very Good	4=Outstanding
I. JOB KNOWLEDGE Meets requirements as posted; has additional skills or knowledge				
II. EXPERIENCE, EDUCATION AND/OR TRAINING Meets requirements as posted; has additional experience or education				
III. LEARNING Dedicated to life-long learning of self, students and community				
IV. COMMUNICATION Demonstrates effective oral/written skills				
V. INTEGRITY Models behavior of promoting a climate of openness and trust				
VI. OPEN ACCESS Demonstrates commitment to open access for students and community				
VII. SERVICE Enthusiastic about community service and/or student service learning				
VIII. EXCELLENCE Values excellence in teaching and/or attaining excellence in all endeavors				
IX. INNOVATION Fosters critical thinking, outside the box; uses technology to solve classroom and/or workplace problems				
X. SUCCESS Strong commitment to student, academic, institutional, and personal success				

TOTAL SCORE _____

INTERVIEW SUMMARY

Signature: _____ Date _____

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.