



**Staff and MPP Interview Rating Sheet By
THE INDIVIDUAL SEARCH COMMITTEE MEMBER**

Date: _____

Name of Applicant:			
Position Title:		Job #	
Department:			
Interviewer's Name:		Extension	

Rate each response on a scale of 1 – 4:

- 1 – Unsatisfactory (does not elaborate or provide response to question/absence of experience)*
- 2 – Satisfactory (adequate answer)*
- 3 – Well Qualified (clear, concise, all points made)*
- 4 – Outstanding (in depth details and responses, demonstrating subject matter expertise)*

1.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	Rating: _____

2.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	Rating: _____



Date: _____ Applicant's Name: _____ - Job# _____

7.

Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	Rating: _____
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8.

Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	Rating: _____
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9.

Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	Rating: _____
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10.

Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	Rating: _____
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Date: _____ Applicant's Name: _____ - Job# _____

11.

Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	Rating: _____
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12. Do you have any questions for the committee?

Overall Rating Total <i>Sum all ratings and divide by the total number of questions</i>	
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Provide overall comments below. Consider key strengths, relevant experience, comprehension of the requirements of the position, and the ability to present ideas. If the position is an MPP, also consider supervisory experience.

Interviewer's Signature: _____