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| O:\Logos\WOU_Academic_Logo_blk.JPG | Interview Questions for       | Today’s Date: |
|  |  | Month | Day | Year |
|  |  |    |    |      |
|  |  |  |
|  |
| Applicant Name: | Recruitment # |
| Chair Name: | Interviewer Name: |
| Time: | Circle One: Telephone Skype Campus |
| **Instructions**: | ***Chair -*** *Assigns each question to a committee member; assigns the weighting of each question****Interviewer*** *-Assigns rating of responses; records interview notes* | **Rating Scale**: 0 – No expertise; 1 – Low expertise; 2 – Average expertise; 3 – High expertise**Weight Scale:** 1 – Low importance; 2 Medium importance; 3 High importance |

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| --- | --- | --- | --- | --- | --- | --- |
| # | Assigned To | Question | Rating 0-3 | Weight 1-3 | Total(Rating x Weight) | Comments |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |
| **Total Rating**  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate Evaluation** | Rating 0-3 | Weight 1-3 | Total(Rating x Weight) | Comments |
| Knowledge of Specific Skills for Position |  |  |  |  |
| Related Experience |  |  |  |  |
| Related Education or Training |  |  |  |  |
| Initiative |  |  |  |  |
| Communication/Listening Skills |  |  |  |  |
| Interest in WOU/Position |  |  |  |  |
| Other: |  |  |  |  |
|  |  | **Total Rating** |  |  |

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| **Overall Assessment:***(e.g. Interviewed well, confident, succinct in responses, work examples relevant to position)* |  |  |
| **Key Strengths:** |  |  |
| **Developmental Areas:** |  |  |
| **Recommendation:** |  |  |