

INTERVIEW REPORT

(For 1000, 2000 and 3000 level job families)

North Dakota
State University

The evaluative comments provided below should be limited to observations that are *clearly job related*. Factors that are not job related should not be part of the selection process. Please complete in pen.

Candidate's name _____ Applying for position of _____

Department _____

Part A: EVALUATION OF APPLICANT'S POTENTIAL TO PERFORM JOB RESPONSIBILITIES

List below the *advertised qualifications* to be assessed during interview and *include one sample copy of the interview questions with the Interview Reports* in the materials that accompany the Request to Offer.

	Please circle your evaluation				
	Low				High
1. _____	0	1	2	3	4
2. _____	0	1	2	3	4
3. _____	0	1	2	3	4
4. _____	0	1	2	3	4
5. _____	0	1	2	3	4
6. _____	0	1	2	3	4

[Attach a sheet with other qualifications if there are not enough lines provided above.]

Summary of STRENGTHS:

Summary of WEAKNESSES:

Part B: RECOMMENDATION

Search Committee or interviewers (please circle one): Not Acceptable Marginal Acceptable

Reasons for recommendation:

Completed by _____

Signature of Interviewer

Date _____

Part C: DECISION

Unit Administrator (please circle one): Not Selected Selected

Reasons for decision:

Completed by _____

Signature of Administrator

Date _____