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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Interviewer Name:** | |  | | | **Interviewer Contact #:** | |  | | | | | | | |
| **Interviewer**  **role:** | |  | | | **Candidate Name:** | |  | | | | | | | |
| **Date of Interview:** | |  | | | | | | | | | | | | |
| Interview evaluation forms are to be completed by each interviewer to rank the candidate’s overall qualifications for the position. Under each heading, the interviewer should give the candidate a numerical rating and write specific, job-related comments in the space provided. The numerical rating system is based on the scale below. **Please mark an x under the rating.** | | | | | | | | | | | | | | |
| **Scale:** | **5** – Exceptional | | **4** – Above Average | **3** – Average | | **2** – Satisfactory | | | | **1** – Unsatisfactory | | | | |
|  | | | | | | | | **Rating** | | | | | | |
| **5** | **4** | | **3** | **2** | | **1** |
| 1. Sample Question: Why are you interested in this role and what excites you about serving in the district?  **Comments**: | | | | | | | |  |  | |  |  | |  |
| 2. Sample Question: Describe a time you had to develop ……  **Comments**: | | | | | | | | **5** | **4** | | **3** | **2** | | **1** |
| 3. Sample Question, Tell me about a time when a …..?  **Comments**: | | | | | | | |  |  | |  |  | |  |
| 4. Sample Questions: What do you consider the most important aspect of leading a team?  **Comments**: | | | | | | | |  |  | |  |  | |  |
| 5. Sample Question: Why should we select you over any other candidate for this role?  **Comments**: | | | | | | | |  |  | |  |  | |  |
| 6. Sample question: One of the responsibilities stated in the job description for this role is to >>> What do you understand the Superintendent’s vision for student success and education reform to be? How would you ensure that audiences have access to and understand it?  **Comments:** | | | | | | | |  |  | |  |  | |  |
| **Total Score** | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **Overall Impression and Recommendation –** Summary of your perceptions of the candidate’s strengths/weaknesses. Final comments and recommendations for proceeding with the candidate.  **Comments:** | | | | | | | **Advance** | **Advance with reservations** | | | | | **Do not advance** | |
|  |  | | | | |  | |

**Before submitting this document, please make sure to check the following is completed:**

* **You provided your name, your contact information, and the candidate's name.**
* **You have typed specific comments for each question and provided a score for each question.**
* **You have properly calculated a total score for the candidate.**
* **You have provided your individual recommendation for the candidate.**