|  |  |  |  |
| --- | --- | --- | --- |
| **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.**