# Candidate Feedback Questionnaire Template

Directions: Use this template as a guide for writing your own feedback questionnaire on the overall search experience and the candidate’s on-campus experience. You will need to determine how to distribute the questionnaire, how to collect responses, and whether responses should be anonymous.

Dear [Candidate Name]:

Thank you for visiting our campus. Applying for the position of department chair requires an investment on the part of the candidate as well as the medical school. We appreciate your time and energy in the recruitment and interview process and hope your experience has been positive.

As we strive to give candidates the best experience our organization has to offer, we would appreciate your helping us learn more about your experience in this process.

Please respond to this brief questionnaire about your overall experience in the process. Thank you for your help!

**Please indicate your level of agreement or disagreement with each statement:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your Overall Experience with the Search** | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** | **Not Applicable** |
| The search process was well organized. |  |  |  |  |  |  |
| The search process was efficient. |  |  |  |  |  |  |
| I was treated with respect throughout the process. |  |  |  |  |  |  |
| I gained a thorough understanding of the position, the department, and the institution. |  |  |  |  |  |  |
| My questions were answered in a timely and responsive manner. |  |  |  |  |  |  |
| I have a positive impression of the department and the institution because of the search process. |  |  |  |  |  |  |

**Please indicate your level of agreement or disagreement with each statement:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your On-Campus Experience** | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** | **Not Applicable** |
| Travel and accommodations were taken care of in a timely manner. |  |  |  |  |  |  |
| I felt welcomed during my visit. |  |  |  |  |  |  |
| The length of appointments was appropriate. |  |  |  |  |  |  |
| The number of appointments was appropriate. |  |  |  |  |  |  |
| Interviewers were prepared for their meetings with me. |  |  |  |  |  |  |
| Sufficient attention was given to my personal needs and circumstances. |  |  |  |  |  |  |

Using the space below, please describe how your experience as a candidate could have been improved: