# First-Round Interview Evaluation Tool

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions: Please circle the appropriate rating for each criterion.

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| **Evaluation Criteria** | **Absent/ Poor** | **Fair** | **Good** | **Excellent** | **Superior/ Outstanding** |
| **Communication Skills:**   1. Ability to express and explain viewpoints, deliver a clear message, and inspire others | 1 | 2 | 3 | 4 | 5 |
| **Leadership, Vision, and Skills:**   1. Ability to effectively run an academic department—resources, budget, personnel | 1 | 2 | 3 | 4 | 5 |
| 1. Ability to manage a clinical department and programs | 1 | 2 | 3 | 4 | 5 |
| 1. Ability to recruit, develop, and mentor faculty and fellows | 1 | 2 | 3 | 4 | 5 |
| 1. Ability to build collaborative teams and work well on a multidisciplinary level | 1 | 2 | 3 | 4 | 5 |
| **Overall Assessment of Candidate:** | **Total Score: ­­­­\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| Excellent Chair Candidate: *Advance to next round.*  Qualitied, But Some Reservations: *Hold for now.*  Not Qualified/Not a Good Fit: *Eliminate from consideration.* | | | | | |
| **Comments:** | | | | | |