# Phone Interview Evaluation Tool

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

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Instructions for Scoring

1. Answer indicates superficial response
2. Answer indicates identification of the issue
3. Answer indicates identification of the issue and consideration of alternative solutions
4. Answer indicates all of 3 with strategy for the future

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| **Question** | **Committee members assigned to specific questions** | **Questions to be asked** | **Score** |
| 1 |  | 1. Please summarize your work history and education as it relates to the expectations for [ ] position. 2. Please characterize yourself in terms of strengths and weaknesses and share the characteristics you feel would help make you an effective [ ]. |  |
| 2 |  | 1. How have you addressed the differing needs and delivery models for the various audiences that we seek to engage in (students, faculty, staff, existing managers, department chairs, etc.)? 2. How will you motivate individuals with demanding schedules to participate in necessary job training? |  |
| 3 |  | Describe the benefits as well as challenges associated with consolidations, organizational leadership, and overall initiatives. |  |
| 4 |  | Please share your approach to enhancing diversity and explain how diversity expresses itself inside of any role. |  |
| 5 |  | Describe your experience consuming research and contributing to the community of practice. |  |
| 6 |  | 1. Please share your vision for how this position will represent the local community regionally and/or beyond. 2. What attracts you to this position and the community over other opportunities? |  |
| 7 |  | 1. What things would you like to share with us that we did not ask? 2. What questions do you have for us? |  |
| **Total Score: \_\_\_\_\_\_\_\_**  Invite to Campus Interview  Retain for Further Considerations  Reject | | | |