# C:\Users\klove\AppData\Local\Temp\Temp1_CC-LOGO (1).zip\CC-LOGO\CMYK-Print\Horizontal-Primary\2Color-Primary\Diagonal-Primary\CC-LOGO-Horiz-CMYK-Diagonal-2Color.jpg

# **Candidate Interview**

**Position Title**

**Reviewer:**

**Candidate** **name:**

Build your rubric using skills or qualities that are ‘must haves’ for the position you are hiring – typically 3-5 items. Use your interview questions to elicit the information you need to evaluate the candidate on each ‘must have’ item. The remaining interview questions can be a combination of various topics related to the position or categories the search team deems important. There may also be categories where no questions are asked, only observed (ex. Knowledge and enthusiasm for CC).

**Must haves:**

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| **Job-Specific Skills, Abilities, and Knowledge** |
| **Question** | **Notes** | **1** | **2** | **3** | **4** |
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| **College and Departmental Mission, Vision, and Core Values** |
| **Please rate the candidate on each of the following:** | **Notes** | **1** | **2** | **3** | **4** |
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| Total Score:  |  |  |  |  |  |

Rate the answer to each question using the following rubric:

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| --- | --- | --- | --- |
| Unsatisfactory (1) | Developing (2) | Strong (3) | Exceptional (4) |
| Unable to come up with an exampleUnaware of what they don’t know.Lacks the desire to continue learning. | Shows some related experience or preparation, but no clear example and outcomeCan identify areas of development but sees those areas as fixed.Does not embrace new challenges.Shows some evidence of engaging in ongoing learning opportunities, but not consistent. | Specific example to the question or shows related experience or preparationAcknowledges role in past failures/mistakes.Embraces new challenges when needed.Understands what they don’t know.Expresses a desire to learn and grow in certain situations.Seeks help. | Specific and detailed example to the questionActively listens to others/seeks out different points of view.Articulates what they’ve learned from past failures/ mistakes.Demonstrates how they’ve changed their behavior.Seeks out new challenges and learning opportunities.Acknowledges their own limitations. |

Please share any additional comments about the candidates in the space below. Please add your recommendation for whether we move the candidate forward in the hiring process.

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| **Other Observations/Feedback** |