GEORGE MASON UNIVERSITY

Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
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Oral Interview Evaluation Form

Candidate: _____

Committee
Member: _____

Date: _____

RATING SCALE
U = Unable to evaluate
5 = Excellent
4 = More than acceptable
3 = Acceptable
2 = Less than acceptable
1 = Poor

Opening Remarks

1   2   3   4   5   U

Vision & Leadership skills

1   2   3   4   5   U

Administrative Skills

1   2   3   4   5   U

Resource Development

1   2   3   4   5   U

Judgment and Decision-Making Skills

1   2   3   4   5   U

Motivation

1   2   3   4   5   U

Interpersonal Skills

1   2   3   4   5   U

Personal Characteristics

1   2   3   4   5   U

Knowledge about Areas of Specialty

1   2   3   4   5   U

Value Added

1   2   3   4   5   U

Communications

1   2   3   4   5   U

Candidate's Name _____

1) Evaluate the candidate at the end of his/her interview and adjust, if necessary, after each additional candidate interview. Use the following criteria: **A =** To be referenced; **B =** On hold; **C =** Not a match.
2) **Rate the candidate on <u>Risk</u> (based on his/her proven track record) and <u>Reward</u> (based on what you believe he/she will accomplish for you). Use the following criteria: 1 = low; 3 = average; 5 = high.**

		Evaluation A= To be referenced B= On hold C= Not a match	Risk 1 = low 3 = average 5 = high	Reward 1 = low 3 = average 5 = high
1.	At the end of his/her interview.			
2.	After 2nd candidate's interview.			
3.	After 3rd candidate's interview.			
4.	After 4th candidate's interview.			
5.	After 5th candidate's interview.			
6.	After 6th candidate's interview.			
7.	After 7th candidate's interview.			
8.	After 8th candidate's interview.			
9.	After 9th candidate's interview.			
10.	After 10th candidate's interview.			
11.	After 11th candidate's interview.			
12.	After 12th candidate's interview.			
	After search committee's final discussion			