

RENSELAER POLYTECHNIC INSTITUTE
Candidate Personal Interview Evaluation

Required Information:

Date _____

Candidate's Name _____

Position Title _____

Department _____

Interviewer's Name _____

Rater's Name _____

Suggested Instructions:

1. Select a maximum of 10 candidates.
2. Keep interview sessions to 45 - 60 minutes, if possible.
3. Interviews should not extend beyond two (2) consecutive working days. Attempt to schedule candidate's interviews during consecutive work days.
4. A minimum of ten (10) questions should be prepared and anticipated responses must be indicated.
5. An HR representative is available for consultation.
6. Notes should be taken as part of the official records.
7. Review definition of rating scheme on Page 6.

SECTION A

Questions: All questions are to be designed in such a way that they examine the Candidate in light of the essential work requirements of the position.	<u>Rating</u> (please circle)
1. _____ _____ _____ _____ _____	1 2 3 4 5
2. _____ _____ _____ _____ _____	1 2 3 4 5

Candidate's Name _____

3. _____ _____ _____ _____ _____	1 2 3 4 5
4. _____ _____ _____ _____ _____	1 2 3 4 5
5. _____ _____ _____ _____ _____	1 2 3 4 5
6. _____ _____ _____ _____ _____	1 2 3 4 5

Candidate's Name _____

<p>7.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>1 2 3 4 5</p>
<p>8.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>1 2 3 4 5</p>
<p>9.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>1 2 3 4 5</p>
<p>10.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>1 2 3 4 5</p>

Total Question Points _____

SECTION B

Observable Traits: All observed traits are to be based upon the essential requirements of the position.	Rating (please circle)
11. Communication <hr/> <hr/> <hr/> <hr/>	.5 1 1.5 2 2.5
12. Personal Presentation: <hr/> <hr/> <hr/> <hr/>	.5 1 1.5 2 2.5
13. Attitude: <hr/> <hr/> <hr/> <hr/>	.5 1 1.5 2 2.5
14. Optional Traits: <hr/> <hr/> <hr/> <hr/>	.5 1 1.5 2 2.5

Total Trait Points _____
 Combined Total _____

Candidate's Name _____

15. Additional Job Related Comments:

Vice President/Department Head

Vice President for Human Resources

Signature

Signature

Date

Date

Work and/or Personal References were obtained and verified by _____ (Immediate Supervisor Signature)

Section A	1.0	2.0	3.0	4.0	5.0
Section B	0.5	1.0	1.5	2.0	2.5

**Definitely
Unacceptable**

Candidate does not meet minimum requirements on this factor. The problems encountered with hiring an Candidate in this category would be great. Candidate has such serious deficiencies on this factor that he/she would not be able to make the adjustments needed to become a successful employee.

Unsatisfactory/Marginal

Candidate meets just the minimum standard needed in this area. Candidate's qualifications are just barely acceptable. There are general weaknesses seen in this area but these should be able to be overcome after some experience on the job.

Satisfactory

Candidate has demonstrated adequate performance on this aspect of the interview. No serious deficiencies were evident although Candidate would definitely need training in the area to become highly effective in this aspect of the job.

Very Satisfactory

Candidate's responses were consistently above an acceptable level of performance. Although not an ideal candidate, Candidate would be a highly desirable employee; he/she exceeds acceptable standards.

Outstanding

Candidate is definitely superior on this factor; in fact he/she represent the "ideal" candidate. Candidate clearly surpasses departmental quality standards on this factor.

The interview package is designed to allow the interviewer to rank the candidate's individual answers and to give the candidate an overall rating. Interviewers should focus on the required job skills and responsibilities of the position, rather than ranking the candidate based on personal reactions.