Appendix J

Sample of

Interview Evaluation Form

All ads, appointments, positions, dates, and names provided in the samples are fictitious and are not intended to be used in any way other than as guides.

APPENDIX J

Interview Evaluation Form for Director, Information Systems
West Virginia University

Name of Candidate_____

Name of Group Interviewing Candidate (optional)_____

	Poor	Avg.	Excl.
1. Demonstrated executive leadership experience in a senior administrative position.	1	3	5
2. Administrative success in managing complex information technology organization.	1	3	5
3. Action-oriented, aggressive with excellent proactive leadership, personnel management, and budgetary management skills.	1	3	5
4. Administrative experience with client/server applications, specifically Oracle.	1	3	5
5. Demonstrated ability to provide excellent customer service programs to other University departments and colleges.	1	3	5
6. Ability to be an articulate spokesperson for administrative computing projects, programs, and priorities.	1	3	5
7. Ability to work effectively with staff, faculty, administrators and the community.	1	3	5
8. Effective interpersonal and communication skills.	1	3	5
9. Familiarity with University setting and environment.	1	3	5

Comments:_____
_____
_____

Please return form ASAP to:
Micki Richards
Search Committee for Director, Information Systems
PO Box 90000
USC Building
Evansdale Campus

Interview Evaluation Form for Dean, Perley ISAAC Reed School of Journalism
West Virginia University

Name of Candidate_____

Name of Group Interviewing Candidate (optional)_____

	Poor	Avg.	Excl.
1. Demonstrated successful experience in a senior administrative position.	1	3	5
2. Administrative success in academic positions with increasing responsible.	1	3	5
3. Understanding of the mission of West Virginia University in the context of a land grant University.	1	3	5
4. Demonstrated ability to foster excellence in education, research, and service programs involving departments and colleges across the University.	1	3	5
5. Ability to be an articulate spokesperson for academic and research programs at the University.	1	3	5
6. Ability to work effectively with faculty, students, administrators and the community.	1	3	5
7. Ability to work effectively with offices and agencies of state and federal government.	1	3	5
8. Ability to communicate the goals and accomplishments of programs within West Virginia University to the public.	1	3	5
9. Success in the area of development .	1	3	5

Comments:_____
_____
_____

Please return form within three (3) to five (5) days to:
A. Action, Chairperson
West Virginia University
Search Committee for Dean, Perley Isaac Reed School of Journalism
PO Box 90000

Interview Evaluation Form for Dean, School of Journalism
West Virginia University

Name of Candidate_____Date:_____

Please evaluate the candidate on each of the following qualifications.

	Very Weak			Very Strong		Could Not Asses
1. Demonstrated executive leadership, including the presence, energy, and insight needed to effect productive and cost-effective change.	1	2	3	4	5	NA
2. Commitment to shared decision-making and governance.	1	2	3	4	5	NA
3. Demonstrated ability to foster academic excellence in instruction, research and service.	1	2	3	4	5	NA
4. Capable of being an articulate advocate and spokesperson for the School as part of a land-grant institution, representing the School in the profession and cultivating constituent relationships.	1	2	3	4	5	NA
5. Ability to aggressively attach financial and other support for the School's mission and programs.	1	2	3	4	5	NA
6. Effective communication skills.	1	2	3	4	5	NA
7. Creative problem-solving skills.	1	2	3	4	5	NA
8. An action-orientation.	1	2	3	4	5	NA
9. Ability to motivate others.	1	2	3	4	5	NA

Comments:_____

_____

_____

(If more space is needed please use the back of this page.)

Please return this form at the conclusion of your interview, or within 24 hours to:

Director of ADA Compliance Interview Evaluation Form

Name of Candidate:_____

Please evaluate the candidate on each of the following requirements:

	Very Weak			Very Strong		Could not Assess
Working knowledge of disability laws and regulations.	1	2	3	4	5	NA
Experience in:						
Accommodation requests	1	2	3	4	5	NA
Complaint resolution	1	2	3	4	5	NA
Construction/Alteration Reviews	1	2	3	4	5	NA
Staff/Faculty Training Programming	1	2	3	4	5	NA
Coordination of purchase or lease of equipment or technological devices	1	2	3	4	5	NA
Budget management	1	2	3	4	5	NA
Skills and experience appropriate for a senior administrative position.	1	2	3	4	5	NA
High degree of diplomacy, judgment, and ability to work effectively with faculty, staff, students and administrators at all levels.	1	2	3	4	5	NA
Ability to work effectively with office and agencies of state and federal government.	1	2	3	4	5	NA
Ability to communicate clearly and effectively.	1	2	3	4	5	NA

Please indicate your overall assessment of this candidate:
__Strong Support __Support with Reservations (Please explain) __Do Not Support

Comments_____
_____

Category of Evaluation:

___Student ___Staff __Faculty ___Administrator

Evaluator (Optional):_____

Please return this form within three (3) to five (5) days to:
Terri Form: Chair, ADA Search Committee
Stewart Hall
PO Box 90009

Candidate Evaluation Form
Dean, College of Engineering and Mineral Resources

CANDIDATE NAME: _____

Name of Group Interviewing Candidate (Optional):_____

Please evaluate the candidate on each of the following qualifications.

1. Commitment to an environment of effective communications, shared decision-making and governance.

Very Weak				**Very Strong**	**Could Not Assess**
1	2	3	4	5	NA

2. Ability to be an articulate advocate and spokesperson, to represent the College to its constituents and to the profession.

Very Weak				**Very Strong**	**Could Not Assess**
1	2	3	4	5	NA

3. Proven executive leadership, including presence, energy, and insight needed to effect productive and cost-effective change.

Very Weak				**Very Strong**	**Could Not Assess**
1	2	3	4	5	NA

4. Demonstrated ability to foster academic excellence in instruction, research, and service.

Very Weak				**Very Strong**	**Could Not Assess**
1	2	3	4	5	NA

5. Ability to attract financial and other support for the College and expand the College's established national reputation.

Very Weak				**Very Strong**	**Could Not Assess**
1	2	3	4	5	NA

6. Ability to develop interdepartmental, intercollegiate and interinstitutional collaborative projects and maintain relationships between the College and other WV institutions such as WVU Institute of Technology and Marshall University

Very Weak				**Very Strong**	**Could Not Assess**
1	2	3	4	5	NA

OVERALL:

Very Weak				**Very Strong**	**Could Not Assess**
1	2	3	4	5	NA

COMMENTS:

_____

_____

_____

_____

_____

_____

Return form within 2-3 days to: Peter Simon Affirmative Action Representative, CEMR Dean Search Committee, PO BOX 90009