**Interview Evaluation**

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| **Interviewer:** | Enter name. | | **Position:** | | Enter title. | | | | ***Opening the interview…***  *Build a rapport, set the agenda, describe the job, and share about working for the university. Provide job description and org chart for review if applicable.* |
| **Applicant:** | Enter name. | | **Date:** | | Enter a date. | | | |
| **Interview Questions**  ([Warm-Up](http://hrs.missouri.edu/forms/forms/Interview_Questions_Warm-Up.pdf), [Success Factor](http://hrs.missouri.edu/forms/forms/Interview_Questions_Success_Factors.pdf), or [Common Competency](http://hrs.missouri.edu/forms/forms/Interview_Questions_Competencies.pdf) question examples) | | **Outstanding** | **Exceeds Expectations** | **Successful** | | **Improvement Expected** | **Unacceptable** | **Interviewer Comments** | |
| Insert warm-up or experience-based question. | |  |  |  | |  |  | Support your rating. | |
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| Insert job duty/competency situational or behavioral question. | |  |  |  | |  |  | Support your rating. | |
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| Wrap-up Questions   1. Is there anything else you would like to share? 2. Do you have any questions for me? | |  |  |  | |  |  | Support your rating. | |

***Close the interview…*** *Discuss next steps in the selection process (if applicable) and timeline. If you will be checking references, get permission. DO NOT make a verbal offer of employment.*

**OVERALL RECOMMENDATION:  Hire/Recommend for Next Round  Support with Reservations  Do Not Recommend for Hire/Next Round**

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| Support your recommendation. |

Save all documentation for recruitment file.