

## Human Resource Services

Marshall University  
 207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755  
 Phone 304.696.6455, FAX 304.696.6844, E-mail [human-resources@marshall.edu](mailto:human-resources@marshall.edu)

### INTERVIEW RATING FORM

**INSTRUCTIONS:** This form must be completed and forwarded to Human Resource Services at closure of recruiting for *classified exempt* and *classified non-exempt* positions. Human Resource Services will forward the form to the Director, Equity Programs, for review in connection with a recommendation for hire. It is to be completed by the hiring supervisor for each individual interviewed. Do not complete the form in the presence of the applicant. Offer a rating for only those characteristics for which the hiring supervisor can factually comment. For questions on the use of this form or for other assistance, contact Human Resource Services at the above address.

Applicant Name	
Position	
Date of Interview	

<b>RATING SCHEME</b> Place a checkmark in the appropriate box below.	Outstanding	Above Average	Average	Below Average	N/A
<b>Interest in Personal Improvement</b>					

*Typical measures:* Is candidate well-rounded? Does candidate show maturity? Does candidate show initiative?

<b>Ease of expression/poise</b>					
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*Typical measures:* Control of nervousness? Direct eye contact? Responsiveness to questions?

<b>Preparation – Technical/Educational</b>					
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*Typical measures:* Preparation for job? Vocational/technical school? Technical training in other jobs?

<b>Preparation – General Knowledge of Job and Institution</b>					
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*Typical measures:* Years of work experience? Years of post-high school training?

<b>Employment Record</b>					
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*Typical measures:* Attendance? Disciplinary actions? Job stability? Performance evaluations? Personal/professional references?

<b>Place a check mark by the appropriate box below:</b>	
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<input type="checkbox"/> Recommended for hire.	<input type="checkbox"/> Not recommended for hire.
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Printed Name of Interviewer	
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Signature of Interviewer	
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**DISTRIBUTION: ORIGINAL TO HUMAN RESOURCE SERVICES. SUPERVISOR KEEP A COPY.**