# Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job ID #: \_\_\_\_\_\_\_\_\_\_\_\_

# Interviewers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Interview Type: Campus Phone Skype

# The Interview Committee must rank the candidate on each factor below. Document specific comments regarding their assessment of the candidate’s responses in the spaces provided, if applicable.

**Interview Scoring Definitions**

Score: 5= very strong; 4= quite strong; 3=satisfactory; 2= not very strong; 1=weak in this area

Conversion to OMNI rating system: Rating 5 and 4= Excellent; Rating 3=Average; Ratings 2 and 1=Not Qualified

|  |  |  |  |
| --- | --- | --- | --- |
| **OMNI Evaluation Factors** | **Score** | **OMNI Rating (based on definitions above)** | **Comments/Notes** |
| **Communication Skills** – Rate the candidate’s communication skills during the interview and on related interview questions. |  |  |  |
| **Education/Training** – Rate the candidate’s relevant education and training based on review of the application/resume and related interview questions. |  |  |  |
| **Technical Skills** – Rate the candidate’s related technical skills necessary to perform the duties of the position (i.e., supervisory experience, computer skills, skilled trades work, custodial work).  |  |  |  |
| **Work Experience** – Rate the candidate’s work experience related to the position based on review of the application/resume, interview, and related interview questions. |  |  |  |
| **OVERALL OMNI RATING AND COMMENTS****The final score must be between 1-5; the overall OMNI rating must be Excellent, Average or Not Qualified** |  |  |  |

**Recommendation (circle one)**

|  |  |  |
| --- | --- | --- |
| Selected for Further Consideration | Withdrew from Selection Process | Not As Qualified (Education) |
| Does not Demonstrate Match for Job | Has Unsatisfactory Work History, etc. | Not As Qualified (Experience) |
|  |  |  |

Not As Qualified (Skill)