CALIFORNIA STATE UNIVERSITY BAKERSFIELD | Human Resources

Staff and MPP Interview Rating Sheet By

THE INDIVIDUAL SEARCH COMMITTEE MEMBER

Date:_____

Name of Applicant:			
Position Title:		Job #	
Department:			
Interviewer's Name:		Extension	

Rate each response on a scale of 1 – 4:

1 – Unsatisfactory (does not elaborate or provide response to question/absence of experience)
2 – Satisfactory (adequate answer)
3 – Well Qualified (clear, concise, all points made)
4 – Outstanding (in depth details and responses, demonstrating subject matter expertise)

1.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**

2.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**

CALIFORNIA STATE UNIVERSITY BAKERSFIELD | Human Resources

Date:_____Applicant's Name:_____- Job#_____

3.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**
4.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating** _____
5.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**
6.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating**

CALIFORNIA STATE UNIVERSITY
BAKERSFIELD | Human Resources

Date:_____Applicant's Name:_____- Job#_____

7.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**
8.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**
9.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**
10.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**

CALIFORNIA STATE UNIVERSITY BAKERSFIELD | Human Resources

Date:_____Applicant's Name:_____- Job#_____

11.					
Rating Scale:	1 - Unsatisfactory	2 – Satisfactory	3 – Well Qualified	4 – Outstanding	**Rating:**
12. **Do you have any questions for the committee?**					

Overall Rating Total *Sum all ratings and divide by the total number of questions*	

Provide overall comments below. Consider key strengths, relevant experience, comprehension of the requirements of the position, and the ability to present ideas. If the position is an MPP, also consider supervisory experience.

Interviewer's Signature:_____