**Interview Questions Guide**Interviewer’s Name: Click here to enter text.

**INSTRUCTIONS** This form is used by search committees to develop interview questions. The same questions will be asked of all the applicants interviewed. There may be as many questions as deemed necessary. Add or remove question boxes as needed. Record the questions and the anticipated answer(s) before the interview begins. During the interview, transcribe the applicant’s answers. Make sure to document all answers. This can be done by all members of the hiring committee or one person. After the interview is conducted, go back and score each question to calculate the overall score.

**RECORDS Please return all documentation to the search chairperson at the conclusion of the search process.**

|  |  |
| --- | --- |
| Applicant’s Name | Date |
| Position | Score |

|  |
| --- |
| **Question 1:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:** 5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer |

|  |
| --- |
| **Question 2:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 3:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 4:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 5:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 7:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 8:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 9:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 10:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 11:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 12:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |

|  |
| --- |
| **Question 13:** |
| **Anticipated Answer(s): (Tied to qualifications as defined in evaluation matrix)** |
| **Applicant’s Answer:** |
| **Score:  5 = Outstanding  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = No Answer** |