

(Sample rating sheet for Phone Interviews)

Telephone Interview Rating Sheet

Title: Lead Programmer Analyst

Candidate Name: _____ Date: _____

Search Committee Member: _____

Goals for Phone Call

- Determine how well they communicate?
- Determine at how well their experience and background has prepared them for this job?
- Do they make a compelling case that it would be a productive partnership for both Geneseo and themselves?
- Search committee add your own goals here

Opening Statement

“Thank you for taking our call today. This call should take approximately ___ minutes”, half hour etc. Introduce yourself and the search committee members, including names and titles.

Provide Candidate with a brief background on job. Example: “This interview is for a Lead Programmer Analyst. The duties of the job are: Supporting Banner SIS, other third party applications, and custom applications. Configuring, customizing Banner. Resolving customer issues via vendor support. Integration with 3rd party, Data extract/reporting via tools like Groovy, PL/SQL, Argos, Database PL/SQL programming skills critical. Custom web applications using Page Builder, Java/Groovy/Grails (e.g. custom workflows). Not purely head’s down product development!”

Describe what happens next. Example: “We are going to ask you a series of questions. We will take turns asking the questions and will be taking notes. If you are unable to hear us or need the question repeated, please let us know. Are you ready to begin? “

Rating: For each question the search committee member should circle the appropriate rating as it applies to the candidate’s response. Record the applicant’s response to the question in the space provided.

1 Unsatisfactory, Not Complete or Incorrect

2 Fair, Marginal

3 Good, Complete with relevant examples

4 Very Good, Above Average knowledge and/or relevant examples

5 Outstanding, Superior knowledge and/or relevant examples

Why are you interested in this position and specifically working at SUNY Geneseo?

1 2 3 4 5

Describe your database programming experience and skills, feel free to use specific examples from projects you have worked on?

1 2 3 4 5

Please describe your experience working directly with customers?.

1 2 3 4 5

How do you ensure that your solutions provide customer satisfaction?

1 2 3 4 5

What type of communication do you enjoy most?

1 2 3 4 5

What questions do you have for us?

1 2 3 4 5

Closing: Describe next steps in process, timeline, references etc. Example: "Thank you for your time today. The next step in our process is to contact your references. We expect to make decisions to move forward with candidates by July 30th. If you are selected for on campus interview, we anticipate they will take place between August 5th and 12th. Goodbye."

Overall Rating: 1 2 3 4 5

The search committee member should select one choice.

I recommend this candidate for on campus interview.

I do not recommend this candidate for on campus interview.

Notes:

(Sample rating sheet for On Campus Interviews)

On Campus Interview Rating Sheet

Title: Lead Programmer Analyst

Candidate Name: _____

Date: _____

Search Committee Member: _____

Goals for Interview:

- Determine how well they communicate?
- Determine at how well their experience and background has prepared them for this job?
- Do they make a compelling case that it would be a productive partnership for both Geneseo and themselves?
- Search committee add your own goals here

Opening Statement

"Thank you for interviewing with us today. This portion of the interview process should take about one hour." Introduce yourself and the search committee members, including names and titles.

Provide Candidate with a brief background on job. Example: "This interview is for a Lead Programmer Analyst. The duties of the job are: Supporting Banner SIS, other third party applications, and custom applications. Configuring, customizing Banner. Resolving customer issues via vendor support. Integration with 3rd party, Data extract/reporting via tools like Groovy, PL/SQL, Argos, Database PL/SQL programming skills critical. Custom web applications using Page Builder, Java/Groovy/Grails (e.g. custom workflows). Not purely head's down product development!"

Describe what happens next. Example: "We are going to ask you a series of questions. We will take turns asking the questions and will be taking notes. Some questions have multiple parts. If you need the question repeated, please let us know. Are you ready to begin?"

Rating: For each question the search committee member should circle the appropriate rating as it applies to the candidate's response. Record the applicant's response to the question in the space provided.

1 Unsatisfactory, Not Complete or Incorrect

2 Fair, Marginal

3 Good, Complete with relevant examples

4 Very Good, Above Average knowledge and/or relevant examples

5 Outstanding, Superior knowledge and/or relevant examples

Why are you interested in this position and specifically working at SUNY Geneseo?

2 2 3 4 5

Describe your database programming experience and skills, feel free to use specific examples from projects you have worked on?

1 2 3 4 5

Please describe your experience working directly with customers. 1 2 3 4 5

How do you ensure that your solutions provide customer satisfaction? 1 2 3 4 5

What type of communication do you enjoy most? 1 2 3 4 5

What questions do you have for us? 1 2 3 4 5

Closing: Describe next steps in process, timeline, references etc. Example: "Thank you for your time today. The next step in our process is to contact your references. We expect to make a hiring decision by August 20th."

Describe what is happening next in the interview process: Next, Julie will escort you to meet with the Vice President of Academic Affairs. We have a 15 minute break before the next meeting. If you need to use the restrooms they are located down the hall to the left....ect"

Overall Rating: 1 2 3 4 5

The search committee member should select one choice.

This candidate is acceptable. _____

This candidate is not acceptable. _____

Notes:

Open Forum Feedback Form (Sample)

Job Title:

Candidate Name:

Date/Time:

Your Name (Optional):

Please review the vacancy announcement and illegal questions provided.

(Search chair should bring sufficient copies of these to the open forum to be handed out or picked up at upon entry)

Please provide us with your feedback. All comments must be job related and relevant to the candidacy of the individual.

1) The candidate displayed the following strengths:

2) The candidate displayed the following areas of opportunity:

3) Other job related comments:

_____ I recommend the candidate for this position

_____ I do not recommend the candidate for this position

My Role:

_____ Faculty

_____ Professional Staff

_____ Classified Staff

_____ MC Staff