

# CAROLINA UNION INTERVIEW

## Candidate Evaluation Form

Candidate Name / Position:

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Reviewer Name:

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### SUGGESTED INTERVIEW QUESTIONS (3-5 per Candidate)

- What do you hope to gain as a result of your employment with the Carolina Union?
- What do you know about this department/office?
- What are your other on-or-off campus commitments, how might this impact your availability?
- Please describe how you handled the worst customer/coworker you've ever encountered.
- What motivates you to do a good job?
- What does accountability/leadership/innovation/effective communication mean to you?
- What is the best criticism you have ever received?
- What are your greatest strengths and what areas do you feel you need to develop?
- What have you done to enhance your own professional development?

*Please use the likert scale defined below to review each candidate's demonstration of the criteria outlined in the table*

- Does not possess nor demonstrate the capacity to develop this criteria
- Does not possess the criteria, but demonstrates an ability to develop
- Somewhat demonstrates the criteria and a desire to further develop
- Actively demonstrates the criteria, and a desire to further develop
- High achievement of the criteria, and active commitment to continued development

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Investment in promoting a culture of <b>respect</b> among their peers, their supervisors, and most importantly – the populations we serve. | 1 | 2 | 3 | 4 | 5 |
| Healthy commitment to holding themselves & others <b>accountable</b> to the mission, expectations, and goals of the Carolina Union.        | 1 | 2 | 3 | 4 | 5 |
| Taking <b>initiative</b> as an autonomous individual, and as an actively engaged team member.  | 1 | 2 | 3 | 4 | 5 |
| Engagement in creative critical thinking as a means to explore and empower <b>innovation</b> in themselves and others.                     | 1 | 2 | 3 | 4 | 5 |
| Effective and professional written, oral, and electronic <b>communication</b> across varying levels of an organization.                    | 1 | 2 | 3 | 4 | 5 |

### PLEASE REMEMBER TO ASK THE FOLLOWING & REVIEW THE HIGHLIGHTS SHEET WITH EACH CANDIDATE

|   |      |      |      |
|---|------|------|------|
| Are you available for the full week of <b>Fall Training 2020?</b><br>(August 10-14) | No   | ?    | Yes  |
| Are you available to work <b>Fall Fest 2020?</b> (August 16)                        | No   | ?    | Yes  |
| Preferred Start Date?   | Sp20 | Su20 | Fa19 |

Would you support the selection of this candidate for employment in the Carolina Union? (Circle one) **YES NO**

*Turn page for question/answer notes >>>*

