

The University of Texas at Dallas

Interviewer Sheet

Applicant: _____ Date: _____

Job Applied For: _____

This form is provided to each Interviewer to help with the selection process. It should be filled out immediately **after** the interview.

Evaluation criteria: Only matters which are clearly related to job performance should be considered. All applicants should be evaluated using the same criteria base. Race, color, religion, sex, national origin, age, marital status, any perceived or real disabilities, sexual orientation and other non-merit factors **MUST NOT** be considered.

1. Applicant has identified that he/she will be able to perform all of the essential functions of the job with or without reasonable accommodation.

Applicant has indicated that he/she will not be able to perform the essential functions of the job and that he/she needs the following accommodations . . . (Please be specific).

(over)

2. Evaluation of the applicant's knowledge, skills and abilities, work experiences and/or education in regard to the requirements of the job are:

- A. More than adequate
- B. Adequate
- C. Some deficiencies (not critical)
- D. Strong deficiencies (on-the-job or formal training could not overcome them in reasonable time)

List specific reason(s) for above:

3. Itemize the applicant's major assets in terms of the job requirements:

4. Itemize the applicant's major weaknesses in terms of the job requirements:

5. Considering all factors, indicate the applicant's overall suitability for the job:

- A. Highly suitable
- B. Suitable
- C. Unsuitable

6. Additional comments based on the job related requirements (Ex: reference checks, general impressions, interpersonal skills)

7. Decision to hire this candidate? Yes No

WHY? (Must complete. Please be specific) _____

Departmental Interviewer: _____ Date: _____

Personnel Interviewer: _____