Interview Summary Spreadsheet

Position Title:

Posting Number:

Texas Wesleyan
OFFICE OF HUMAN RESOURCES

Instructions: Complete this spreadsheet at the time of interviews. Indicate if each applicant Exceeds, Meets, or Does Not Meet your requirements for each of the factors listed below. The Committee and the Hiring Manager should support their decision(s) with comments related to the candidates' knowledge and skills as determined during the interview. When complete, and all signatures have been obtained, email this spreadsheet to Human Resources cmtallent@txwes.edu.

				FACTORS						
Last Name	First Name	Telephone Interview Date (if applicable)	In-Person Interview Date	Relevant Experience	Professional/Technical Knowledge	Communication Skills	Managerial or Supervisory Skills, if applicable	Committee's Overall Assessment (Highly Qualified; Qualified; Not Qualified)	Committee's Recommendation (Recommend for hire; Hold for future consideration; Do not consider)	Committee Comments

Committee Signatures and Date

Committee Chair's Signature _____

Interviewer's Signature _____

Interviewer's Signature _____

Interviewer's Signature _____

Interviewer's Signature _____

Committee Notes

For Hiring Manager Use Only

Name of Finalist I Want to Hire:

Hiring Decision Based on:
(Please indicate: Meeting with candidate or Committee's recommendation)

I have checked references:
(Please indicate: Yes or No)

Hiring Manager Signature _____

Date _____

Instructions to Hiring Manager: Support your hiring decision with comments here. Base your comments on the qualifications of the candidates.