San Diego Community College District
3375 Camino del Rio South, San Diego, CA 92108
People, Culture, and Technology Services | Employment | Phone: 619-388-6579

INTERVIEW RATING GUIDELINES

Thank you for being a vital part of the interview process. The interview rating form has been developed as a selection tool. Criteria has been established based on the specific needs of this vacancy and is listed on the CRITERIA/INTERVIEWING FORM. Outlined below is a checklist to assist you in selecting the best qualified individual(s) for the position. **Our interviewing procedures require that you read and sign these instructions.**

If you have any questions, the People, Culture, and Technology Services (PC&TS) Division-Employment Office is available to assist you.

INTERVIEWING TIPS

1. Review interview criteria to make sure that the entire committee is making evaluations based on a mutual understanding.
2. Review the entire online application and documents before the candidate comes in for the interview.
3. Please be discreet in taking notes of the applicant's response (not required). Attention should be devoted to the interviewee.
4. Follow up questions are appropriate if the candidate did not understand the original question asked, or if the answer was incomplete. Follow up questions are solely for the purpose of summarizing, clarifying (or expanding on the original response) and must be closely related to the original question. Leading questions are not appropriate.
   For 2nd ("Finalist") interviews only: **OPTIONAL** Interview Questions may be asked as necessary to cover anything questionable that appears on an application. For example, reason for leaving a position, lapse of employment, etc.
5. After the interview, indicate your score for each of the questions.
6. Please be objective and base the scores **only** on the responses presented by the candidate. Extraneous information may **not** be brought forward by a committee member.
7. Sign this form.
8. At the completion of all interview ratings, review the ratings with committee members. If there is a wide discrepancy among committee members the chair should lead a discussion to resolve the disparity. At the end of all discussions, the Chairperson will complete the COMPILATION REPORT of interview ratings by recording committee members' total scores for each candidate.
9. Depending on the respective President/Vice Chancellor (hiring manager) instructions, the Screening Committee Chairperson will recommend the top candidate(s) for appointment. Please return committee's final compilation, individual rating forms and recommendation form to the PC&TS-Employment Office.
10. Additional interviews of finalists, if any, are coordinated by Chairperson or someone they designate. *(Note: For **academic** positions, please forward finalist applications and recommendation form to your President/Vice Chancellor to schedule and conduct finalist interviews.)*
11. The screening committee chair will provide the hiring manager with an unranked list of names.
12. If the hiring manager desires, they may meet with the entire committee to discuss the finalists.
13. All committee members are cautioned to maintain confidentiality of the entire selection process **FOREVER**. The selected candidate will not be notified by PC&TS-Employment until receipt of all interview materials and completed selection forms are submitted and approved by the Employment Supervisor.

I have reviewed and agree to comply with the instructions listed above.

_____ _____

Signature of Committee Member | Printed Name | Date

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I have reviewed and agree to comply with the instructions listed.

Signature of Committee Member	Printed Name	Date
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Title & Location of position being interviewed