



Interview Summary Report

Submit to Human Resources: one per candidate, completed by hiring manager

Candidate's Last Name: _____ First Name: _____
Position(s) of Interest: _____ Location/School: _____
Interviewer's Name: _____ Location of Interview: _____

***Rating Key: Scale 1 to 3 (3 being the highest)**

Areas	Comments	Rating (1-3)*
Academic Background		
Training & Experience		
Knowledge of Subject Matter/Content		
Methods & Techniques		
Organization & Planning		
Classroom Management		
Interest in and Enthusiasm for Teaching		
Communication and Interpersonal Skills		
Presence		
Overall Rating		

General Comments: _____

Check one:

- Recommend for employment for this position
- Consider for another position: _____
- Do not recommend for employment

Hiring Manager's Signature: _____ Date: _____