

NEW CANDIDATE EVALUATION FORM

Candidate:	Evaluator:
Position: Title VII, Title IX, EEO Investigator and Prevention Specialist	Department: Office of Title IX Equity/DIV

INFORMATION AND INSTRUCTIONS
<ul style="list-style-type: none"> The assessment items listed below are what interviewers should be evaluating in each candidate being interviewed. Circle the appropriate numeric value corresponding to the candidate's level of qualification and provide appropriate comments in the space below. Please select not applicable if you do not have enough information to give an appropriate score. <p>Rating Scale:</p> <p>0 - Poor 1 - Below Average 2 - Average 3 - Above Average 4 - Outstanding N/A - Not Applicable</p>

Assessment Item	N/A	0	1	2	3	4
Understanding of the Position: assess candidate's knowledge of the position and the essential duties it entails.						
Experience/ Skills: assess if the previous work experience and skills discussed are related to duties needed to perform well in the position.						
Motivation: assess the candidate's expression of general desire or willingness to do something.						
Interpersonal Communication: quality of the candidate's ability to exchange information, feelings, and meaning through verbal and nonverbal messages.						
Adaptability: the quality of being able to adjust to new business needs, conditions, and work responsibilities.						
Teamwork: candidate demonstrates interest, skill, and/or success in working with groups to achieve a shared goal.						

PLEASE ADD APPROPRIATE COMMENTS BELOW IF APPLICABLE:

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**Search Committee Phone Interview Questions:
Title VII, Title IX, EEO Investigator and Prevention Specialist**

1. Why are you interested in this position and how does your experience and education align with the job requirements? (*Understanding of Position, Experience/Skills*)

Assessment Item	N/A	0	1	2	3	4
Understanding of the Position: assess candidate's knowledge of the position and the essential duties it entails.						

2. What programming would you develop and implement in training the campus on Title IX, Affirmative Action, accommodative services and diversity? (*Understanding of Position, Experience/Skills*)

Assessment Item	N/A	0	1	2	3	4
Experience/ Skills: assess if the previous work experience and skills discussed are related to duties needed to perform well in the position.						

3. Please discuss how you would educate the campus community about compliance and diversity issues, particularly distinguishing between sex discrimination, sexual harassment and sexual assault complaints. How would this training differ between audiences, i.e., students vs. staff and faculty? (*Motivation*)

Assessment Item	N/A	0	1	2	3	4
Motivation: assess the candidate's expression of general desire or willingness to do something.						

4. Describe a situation in which you did all the right things and were still unsuccessful. What did you learn from this experience? (*Adaptability*)

Assessment Item	N/A	0	1	2	3	4
Adaptability: the quality of being able to adjust to new business needs, conditions, and work responsibilities.						

5. Please describe your communication and outreach style when addressing confidential and/or sensitive topics with members of an audience. (*Interpersonal Communication*)

Assessment Item	N/A	0	1	2	3	4
Interpersonal Communication: quality of the candidate's ability to exchange information, feelings, and meaning through verbal and nonverbal messages.						

6. What professional accomplishments are you most proud of and why? (*Experience/Skills*)

Assessment Item	N/A	0	1	2	3	4
Experience/ Skills: assess if the previous work experience and skills discussed are related to duties needed to perform well in the position.						

7. How do you ensure leaders in the organization see the Office of Title IX and Diversity as a strategic partner? (*Teamwork*)

Assessment Item	N/A	0	1	2	3	4
Teamwork: candidate demonstrates interest, skill, and/or success in working with groups to achieve a shared goal.						

8. In your current or most recent positions, what was your strategy for building relationships with your team, peers, and customers? (*Teamwork*)

Assessment Item	N/A	0	1	2	3	4
Teamwork: candidate demonstrates interest, skill, and/or success in working with groups to achieve a shared goal.						

9. Describe a time when you were ineffective at communicating your message with someone at work. What did you learn and what was the outcome of the miscommunication? (*Interpersonal Communication*)

Assessment Item	N/A	0	1	2	3	4
Interpersonal Communication: quality of the candidate's ability to exchange information, feelings, and meaning through verbal and nonverbal messages.						

10. Tell us about a specific situation in which you had a great idea but were told you could not implement it? How did you handle this and what did you learn from it? (*Adaptability*)

Assessment Item	N/A	0	1	2	3	4
Adaptability: the quality of being able to adjust to new business needs, conditions, and work responsibilities.						

11. UHCL's rate of pay for this position is between XXXX and XXXX per month. Understanding that this is our pay range, would you still be interested in this position if selected for a campus interview? (*Motivation*)

Assessment Item	N/A	0	1	2	3	4
Motivation: assess the candidate's expression of general desire or willingness to do something.						

12. Do you have any questions for us?

EX. NOT FOR USE