



INTERVIEWER'S GUIDE & REPORT

Applicant _____ Position Applied For _____

Date _____ Interviewer _____

Comment on the applicant's background and behavior, taking into consideration the criteria listed in the right-hand column of each section. Then circle a rating for each section, based on the evidence you have cited. Finally, at the bottom of page 3, make one overall rating of the candidate. Please be specific.

NOTE: California - A.B. 1008 - Ban the Box: In the state of California, A.B. 1008 makes it an unlawful employment practice for employers to, amongst other factors, inquire into or consider an applicant's conviction history before the applicant receives a conditional offer of employment.

How does this law impact you as a WesternU employee?

During the application and interviewing process, you must refrain from making any inquiries —orally or in writing, directly or indirectly— into a candidates' criminal background/history. Upon the issuance of the conditional offer of employment, Human Resources will conduct any appropriate background screenings. In the event that such information is disclosed, an individualized assessment by Human Resources and/or University Counsel will be conducted, as appropriate.

California – A.B. 168 – Salary History: In the state of California, A.B. 168 prohibits an employer from making inquiries into an individual's salary history. This law also requires an employer, upon the reasonable request of an applicant, to provide them with the pay scale assigned to the respective position.

How does this law impact you as a WesternU employee?

During the application and interviewing process, you are not allowed to rely on an applicant's prior salary history "as a factor in determining whether to offer employment . . . or what salary to offer an applicant." Salary history information includes both an individual's rate of compensation as well as other benefits. Additionally, you cannot—orally or in writing, directly or indirectly—seek this type of information about an applicant. If an applicant/candidate asks for the pay scale or salary of the position, please refer them to Human Resources for that information.

CRITERIA

DIRECT IMPRESSION (Initial Impact made by candidate) <div style="text-align: right;"> Favorable 5 4 3 2 1 Unfavorable </div>	<ul style="list-style-type: none"> Appearance Manner Self-expression Responsiveness Communication Skills 	
WORK EXPERIENCE <div style="text-align: right;"> Favorable 5 4 3 2 1 Unfavorable </div>	<ul style="list-style-type: none"> Basic Management Skills Leadership Skills Relevance of work Sufficiency of work Skill and competence Adaptability Productivity Orientation Motivational Level Interpersonal Skills Growth and development in career Exposure to state of Art Technology Success in complex organization 	
EDUCATION <div style="text-align: right;"> Favorable 5 4 3 2 1 Unfavorable </div>	<ul style="list-style-type: none"> Relevance of schooling Sufficiency of schooling Intellectual abilities Versatility Breadth and depth of Technical knowledge Level of career Accomplishments Interest in Professional Development Evidence of continuing education Advancement 	
PROFESSIONAL MATURITY AND INTERESTS <div style="text-align: right;"> Favorable 5 4 3 2 1 Unfavorable </div>	<ul style="list-style-type: none"> Visionary Vitality Management of time Maturity and judgment Intellectual growth Cultural breath Diversity of interests Social effectiveness Situational Analysis Ability 	
SUMMARY STRENGTHS (+)	SUMMARY OF WEAKNESS (-)	<ul style="list-style-type: none"> CAN DO? (Talents, Skills, Knowledge) WILL DO? (Motivation, Interests, Energy) HOW FIT? (Personal qualities, Social Effectiveness, Character, Culture)

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OVERALL SUMMARY AND RECOMMENDATIONS

Please write concise and candid paragraphs:

1. *In favor of hiring (Stress value and assets)*

2. *Against hiring (Stress risks or liabilities)*

FINAL RECOMMENDATION

Gauge strength of candidate; consider professional growth potential, supervisory skills, training, fit, adaptability, leadership, people skills, relevant skills and any factor addressed in the criteria subtopics.

PROVIDE OVERALL RATING:

Favorable 5 4 3 2 1 Unfavorable

SIGNATURE: _____
(Optional)