



INTERVIEWER'S GUIDE & REPORT

Applicant:	
Position Applied For:	
Interviewer:	
Date:	

Instructions: Record comments 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: The following information is provided to support an equitable, consistent, and compliance-driven interview process. The laws listed must be followed as written and are not subject to modification, personal interpretation, or exception.

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, the Office of Human Resources will conduct any appropriate background screenings. In the event that such information is disclosed, an individualized assessment by the Office of Human Resources and/or the Office of Legal Affairs 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.

Oregon Age-based Employment Discrimination (HB 3187): In the State of Oregon, [H.B. 3187](#), Effective September 26, 2025, this bill prohibits employers from requesting or requiring an applicant's age, date of birth, or date of graduation from any educational institution prior to completing an initial interview, or if there is no initial interview, prior to making a conditional offer of employment.

How does this law impact you as a WesternU employee?

During the interviewing process, you may not ask questions, or make comments, that directly or indirectly reference a candidate's age. This includes inquiries about date of birth, graduation dates, retirement plans, or assumptions tied to age (such as being "overqualified" or concerns about longevity). All interview questions must focus strictly on job-related skills, experience, and the ability to perform the essential functions of the position. This helps to ensure a fair, compliant, and respectful hiring process for all candidates.

Candidate Criteria

Using the following rubric, you will score the candidate in various areas throughout the interview process to determine if the individual could be a qualified fit for the position which they have applied for.

Direct Impression = Initial impact made by candidate.						
Criteria - Professional Preparedness - Responsiveness to Questions/ Engagement During the Interview - Clarity of Expression - Interpersonal Professionalism	Notes:					
Unfavorable	1	2	3	4	5	Favorable
Work Experience = Professional skills in relation to potential success in the role.						
Criteria - Role Relevant Experience - Management and Leadership Functions (as applicable) - Demonstrated Skills/Competencies - Adaptability in Professional Settings - Professional Communication & Collaboration - Experience in Complex Organizations	Notes:					
Unfavorable	1	2	3	4	5	Favorable
Knowledge/Credentials/Learning Behaviors = Learning Achievements in relation to potential success in the role.						
Criteria - Relevance of Education and/or Equivalent Experience - Role-Related Knowledge Base - Application of Learning - Documented Academic/Training Accomplishments / Learning and Development Background) - Commitment to Ongoing Learning or Continuous Improvement) - Adaptability of Knowledge	Notes:					
Unfavorable	1	2	3	4	5	Favorable
Professional Competencies = Workplace competencies through job-related examples.						
Criteria - Strategic & Analytic Thinking - Time & Workload Management - Sound Judgment & Decision Making - Continuous Learning & Adaptability - Professional Communication & Collaboration - Role Relevant Skills & Capabilities	Notes:					

Unfavorable	1	2	3	4	5	Favorable
Summary of Strengths (+)			Summary of Weaknesses (-)			

OVERALL SUMMARY AND RECOMMENDATIONS

Please write concise and candid statements:

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

2. *Against hiring (Focus - risks or liabilities)*

FINAL RECOMMENDATION

PROVIDE OVERALL RATING:

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.

Unfavorable 1 2 3 4 5 Favorable

SIGNATURE:
(Optional)
