

Post-Interview Assessment of the Candidates – Sample Screening Summary

After the interviews are completed, committees can draw on the comments they recorded on the interview schedule during the individual interviews, using a matrix such as that below to guide their discussion of the candidates and to record their conclusions. This matrix, or screening summary, will give the committee the opportunity to visualize each candidate’s strengths and weaknesses. The summary could include scores for candidates on each quality using a simple scale: positive evidence = 2, partial positive evidence = 1, no evidence = 0, and counter evidence = -1.

Screening Summary

Candidate Name	Achiever Evidence & Score	Decision Maker Evidence & Score	Innovator Evidence & Score	Researcher Evidence & Score	Communicator Evidence & Score	Total Score

Rows can be added as necessary.