

**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**

<b>Candidate Name</b>	<b>Achiever Evidence &amp; Score</b>	<b>Decision Maker Evidence &amp; Score</b>	<b>Innovator Evidence &amp; Score</b>	<b>Researcher Evidence &amp; Score</b>	<b>Communicator Evidence &amp; Score</b>	<b>Total Score</b>

Rows can be added as necessary.