|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Evaluation** | | | |
| Reference Number  30.00 Forms | Board Approval | Effective Date  07/01/2018 | Page  1 of 2 |

**[Position Title]**

Candidate Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each person who meets with the candidate is asked to complete an evaluation form. The forms should be mailed to Human Resources at P.O. Box 5093 or emailed to Human Resources at[*hr@tusculum.edu*](mailto:hr@tusculum.edu)

Please rank the candidate on the following points by circling the appropriate number with: 1 = low; 5 = high; 6 = no observation. Feel free to comment on the back of the form. Signatures are required.

1. The candidate appeared knowledgeable about:

a. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

b. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

c. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

d. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

f. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

g. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

h. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

1. The candidate was enthusiastic and engaged. 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
2. The candidate displayed an overall understanding of all aspects

related to the following:

* 1. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
  2. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
  3. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
  4. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
  5. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
  6. [list job function] 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

1. The candidate appeared to adapt well to various situations,

people, questions, etc. 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

1. The candidate displayed an understanding of Tusculum University. 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
2. The candidate articulated a compelling vision for the future of 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

[Name of Position].

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Evaluation** | | | |
| Reference Number  30.00 Forms | Board Approval | Effective Date  07/01/2018 | Page  2 of 2 |

1. The candidate demonstrated:
   1. Effective speaking ability 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   2. Organization of thought 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   3. Creativity of response 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   4. Adequate preparation 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
2. The candidate would represent Tusculum University well with:
   1. Faculty 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   2. Staff 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   3. Students 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   4. Alumni and Parents 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   5. The broader community 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
   6. The Board of Trustees 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
3. The candidate would fit well at Tusculum. 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_
4. I could work well with this candidate. 1\_\_ 2\_\_ 3\_\_ 4 \_\_ 5\_\_ 6\_\_

Candidate Strengths?

Candidate Weaknesses?

Offer of Employment Recommended? Yes \_\_\_\_\_ No \_\_\_\_\_

***Person completing this form (Evaluator)***

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_