

SAMPLE INTERVIEW REPORT

Candidate Name	Jane Doe		Tom Seaver	
Internal/External Candidate	Internal		External	
Interview Date	10/10/2019		10/10/2019	
Performance Rating	5		N/A	
MUSTS:				
Bachelor's Degree in Finance or related field	Yes		Yes	
Minimum of 5 years of experience in financial aid	Yes		Yes	
Knowledge of financial aid regulations	Yes		Yes	
COMPETENCIES & BEHAVIORS (Competent, Advanced, Expert)				
	Rating		Rating	
Achieves results & continuous improvement	Advanced		Expert	
Initiative	Advanced		Expert	
Innovation & creativity	Competent		Advanced	
Student Focus	Advanced		Expert	
Communicating & Influencing	Advanced		Expert	
Team Management	Expert		Expert	
Developing Others	Advanced		Advanced	
CRITERIA (Modify based on position; 5 highest, 1 lowest)				
		Rating		Rating
Experience managing a team	Jane has 8 years of University experience; and 5 years managing a team. She is an effective leader and garners good results from her team. During the interview, Jane provided concrete examples of how she effectively manages her team.	4	Tom has 10 years of experience managing a team. He has worked for several organizations in and out of the academic field. He provided concrete examples of how he effectively manages his team and how he has driven a result oriented culture in order to more strategically meet the needs of the business.	5

Excellent written and verbal communication skills	Jane has very effective written and verbal communication skills but did not provide the request writing samples	4	Tom articulated himself well during the interview and provided a writing sample	5
Proven ability in managing a financial aid function	Jane had been in the financial aid field for 7 years. She is currently not in the field as she transitioned to a different area several years ago.	4	Tom currently manages the financial aid function @ USC.	5
Proven experience in applying strategic methods to financial aid process	While Jane has managed this function well, she failed to provide examples of applying strategic methods to the financial aid process.	3	Tom provided concrete examples of how he has applied strategic methods to the financial aid process at USC	5
Master's Degree	Yes	5	Yes	5
Advanced analytical skills & auditing experience	Jane has advanced analytical skills and auditing experience	4	Tom has advanced analytical skills but limited auditing experience	3
Proven experience in presenting financial aid related topics to large groups	Jane has limited experience in presenting financial aid related topics to large groups	3	Tom has extensive experience in presentations to large groups; he presented a sample of such a presentation during his second interview	5
Experience in planning and managing budgets in an effective manner	Jane has limited experience in managing budgets due to the manner in which this is managed @ the University	3	Tom has extensive experience in managing budgets due to his role at USC	4
Experience working with PowerFAIDS and Banner preferred.	Jane has both PowerFAIDS and Banner experience	5	Tom has PowerFAIDS experience but no Banner experience	4
Total		35		41