

# Bethlehem Area School District

INTERVIEW RATING SHEET – NON-INSTRUCTIONAL PERSONNEL
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This rating sheet is to be completed for each candidate interviewed for a noninstructional position. Interviewers should be candid in recording responses and impressions of candidates.

Applicant's Name: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Position/Level Desired: \_\_\_\_\_

Characteristics	Observed Strengths	Observed Weaknesses
<p><b>Personal Appearance</b> <i>Consider: Appropriateness to position and process</i></p>		
<p><b>Verbal Expression</b> <i>Consider: Enunciation, clarity, vocabulary, cues</i></p>		
<p><b>Personality</b> <i>Consider: Social poise, confidence, compassion, flexibility, and enthusiasm</i></p>		
<p><b>Knowledge of Content Area and/or Job Specific Techniques</b></p>		
<p><b>Professionalism</b> <i>Consider: Dedication, sincerity, evidence of education as high priority, willingness and receptiveness to growth</i></p>		
<p><b>Interest in Other/Related Activities</b> <i>Consider: Areas of expertise</i></p>		

1. What is the candidate's greatest strength?

Personal:

Instructional:

2. In what area(s) does this candidate need improvement?

Personal:

Instructional:

RATING	Unsatisfactory			Satisfactory			Outstanding			
	1	2	3	4	5	6	7	8	9	10

Interviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Certification(s):

\_\_\_\_\_