

Interview Summary Examples

(Completed by hiring manager at the conclusion of the interview process.)

Example 1: *To summarize: During the interviews each member of the committee rated the candidates 'responses to the questions. Following the interviews each member added up the ratings they had assigned. The committee's summary scores are as follows (out of a possible 100 points): Jane Doe- 96; John Doe – 88; James Doe – 76. Based on this information, rankings on the work simulations, information on academic/training credentials and references, the committee unanimously judged Ms. Jane Does as demonstrably the best candidate to fulfill the requirements of the position.*

Example2: *Jane Doe's education includes a B.A. degree in a related study area, which is a requirement for this position. Her experience includes business administration, financial management, personnel planning, and the supervision of others. Jane also has related experience with university office forms and duties associated with a Business Officer. The position requires that personnel work closely with the Department Head in ensuring the smooth operation of the department as a service provider. A review of Jane's work history with the University shows an individual who has worked in progressively responsible positions that have given her the opportunity to acquire higher levels of responsibility. Lastly, from her answers during the interview and from the references provided, Ms. Doe has demonstrated excellent interpersonal skills, initiative, and good judgment. She was well prepared for the interview, gave thoughtful responses to the questions and showed a keen interest in the position.*