**CANDIDATE PERFORMANCE SUMMARY – Panel Interview**

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| **Candidate Name:** | | **Interview Date:** | | **Interview Time:** | |
| **Position:** | | **Interview Team Member Name:** | | | |
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|  | | **Evidence of Skill** | | | |
|  | **Skills to be evaluated** | **Absent** | **Emerging** | **Competency** | **Mastery** |
|  | Alignment with mission, service profile emphasis |  |  |  |  |
|  | Communication skills *(1:1, group, remote*) |  |  |  |  |
|  | Customer relationships/client service culture |  |  |  |  |
|  | Ability to work independently; self-directed |  |  |  |  |
|  | Ability/affinity for team work and collaboration |  |  |  |  |
|  | Capacity for cross-functioning; learner mentality |  |  |  |  |
|  | Analytical/critical thinking skills |  |  |  |  |
|  | Workflow management and style |  |  |  |  |
|  | Personable professionalism |  |  |  |  |
|  | Integrity, discretion, judgment |  |  |  |  |
|  | Flexibility/change |  |  |  |  |
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|  | **Recommendation** |  | **Hire** | **No Hire** | **Call Back** |

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|  | 1. Tell me about your experience as a team member. Give me an example where you were able to support or motivate individuals to perform well as a team. What was the most challenging experience you’ve had as a member of a team? | |
|  | 1. When working with client groups, what method do you typically use to resolve disputes? | |
|  | 1. What do you perceive are the most important elements of Health Sciences Administration and those units participating in the Center for Shared Services? How would you ensure appropriate prioritization and balance across those elements? | |
|  | 1. What kind of leadership style do you use? How has your style served you well and at times been perceived as an impediment? | |
|  | 1. When dealing with multiple requests from several individuals or areas, how do you determine your priorities? | |
|  | 1. From your perspective what is the greatest threat to high level customer service? What measures would you use in assisting to mitigate this threat? | |

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|  | 1. What kind of leadership motivates you in your daily work? | | |
|  | 1. Please provide an example of how you collaborated in decision-making and describe how you ensured that the decision-making process was transparent to staff when appropriate? | | |
|  | 1. When faced with the need to adopt a new initiative in addition to existing responsibilities, can you outline a strategy you’d use to manage both the new and existing? How would you communicate this to others? | | |
|  | 1. What would be your first steps in changing a culture that was content with the status quo? What steps would you consider in helping others with change? | | |
|  | 1. Tell me about a time when you were uncertain about how to proceed on a project and needed to make a decision without all the information needed or available. How did you handle it? What was the outcome? | | |
|  | 1. Think of a situation where you needed to give critical feedback to a client or coworker. How did you share that feedback? What was his or her response? | | |
|  | 1. Where do you think your steepest learning curve would be if offered this position? | | |
| **Call Back or 1:1 Questions** | |
| Follow up on issues, questions that arose in group interview. Introduce specific technical or industry jargon to test familiarity. | | | |
| Address change management issues, strategic planning, importance and value of relationship-building in academic environment. | | | |