

**Form C: Administrator, Academic Professional and Faculty Interview Information Form**

# Instructions:

List **ALL** candidates who were proposed for interviews from the composite matrix. For each candidate interviewed, please indicate the date(s) of interview(s) and their strengths and weaknesses post-interview in the applicable section below. Candidates receiving multiple interviews should be repeated in the second section with additional strengths and weaknesses listed. **EVERY** candidate not moving forward in the process must have either a [reject or withdrawal status code](https://in.nau.edu/eao/search-hiring-process/). The candidate(s) hired will have “Hired” as their status.

# Position Information:

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title:  |  | Vacancy Number:  |  |
| College/VP Unit:  |  | Department:  |  |
| Prepared by: |  | Date: |  |

# Phone Interviewed Candidates’ Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** **(Last Name, First Name)** | **Date of Phone Interview** | **Strengths of Candidate** (be specific) | **Weaknesses of Candidate** (be specific) | **Rank** | **Status Code** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# In-Person Interviewed Candidates’ Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** **(Last Name, First Name)** | **Date of Campus Interview** | **Strengths of Candidate** (be specific) | **Weaknesses of Candidate** (be specific) | **Rank** | **Status Code** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Equity and Access Office rev. 8/2021