How to Report on the Initial Interview and Select Candidates for Campus Interview in the Online Employment System (OES)

For each applicant that your committee conducts an initial interview on via telephone or Skype (or equivalent), you need to record a rating of the committee’s evaluation of his/her performance in the OES. To do this, complete the following steps:

1. As soon as possible after the initial interview, the committee should discuss the candidate’s performance and arrive at an overall rating using a four point scale with values of Poor, Minimally Acceptable, Acceptable, and Exceptional. A member of the committee should be charged with preparing a brief written explanation of the interview. See examples of well-constructed narratives at the end of these instructions.

2. To enter an evaluation into the OES, the committee chair should select the applicant from the Applicant View and enter Evaluate Applicant. On the Evaluate Applicant screen, select the Recommend for Initial Interview view. You should now see two evaluative items. Enter the rating and then paste the narrative into the comments box. There is also a text box attached to the request for the narrative. Do not use this text box. It has a character limit of only 250. Save your entries.

3. After all initial interview evaluations have been completed, the committee should select its choices for campus interview. The committee chair should then select these applicants and move them in the workflow to the state of Recommend for Campus Interview – AAO Review.

4. When the candidates are approved for the campus interview stage, they will be in the workflow state labeled Recommend for Campus Interview.

Examples of Initial Interview evaluations

The committee rated Applicant R as acceptable. His responses to the two questions on teaching were outstanding, but his responses to questions on research plans and role of undergraduates in research were just acceptable. He has had little experience in a liberal arts setting, but appears to understand what is valued and seems eager to embrace our culture of the scholar-teacher. It is difficult to know how well he would perform in the classroom from the telephone interview, but his answers to the teaching questions certainly indicated excellent potential in this area.

The committee rated Candidate P as acceptable. The majority of her responses to interview questions were rated as good. She demonstrated expertise in [...] and her potential to develop a productive, externally funded research program is strong. She has no prior teaching experience in general or in [...] and struggled with a question focusing on the content and structure of an [...] elective course. Her understanding of the content of an [...] lab was excellent.

The committee rated Candidate Y as exceptional. His responses to all interview questions were rated as excellent and good. He has demonstrated expertise in [...] and extensive teaching experience at the college level in [...] and [...]. As a result, his potential for teaching excellence is very strong. His potential for establishing a productive research program involving undergraduates is very good and he has a clear understanding of funding sources for his research. His extensive experience using [...] would benefit our program.