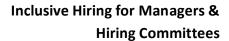


## SAMPLE INTERVIEW RUBRIC - ASSISTANT PROFESSOR

Use this rubric to evaluate the candidate's key competencies during the interview.

Selection Criteria	Interview Questions	Anchor Answers	Rating
Commitment to Diversity:			
<ul> <li>Sees the value of cultural, ethnic, gender, and other individual differences in people. Creates an environment of learning about, valuing, encouraging, and supporting differences.</li> <li>Seeks different points of view and leverages diverse perspectives in group processes and decisionmaking. Checks own views against the views of others.</li> <li>Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals.</li> <li>Strives to eliminate barriers to diversity; ensures that new barriers to diversity are not built.</li> </ul>	Provide an example of steps you've taken in your current or previous position to create an inclusive work environment. What were the outcomes of your actions?	Candidate demonstrates an understanding and acceptance of equity, inclusion, and diversity concepts; shows respect for people and their differences; fosters a sense of belonging; works to understand the perspectives of others; creates opportunity for access and success	Unacceptable - No key points  Marginal - Very few key points  Acceptable - Most of the key points  Good - All key points  Superior - Exceeds key points
<ul><li>Clear &amp; Concise Communication:</li><li>Takes responsibility for</li></ul>	Please provide an example	Candidate researches	<b>Unacceptable</b> - No key
understanding what information needs to be	of a time you've had to use different approaches	the audience they are targeting and	points
distributed and for communicating appropriately, both inside	to communication with a diverse group of stakeholders/committee	understands which approach works for different people;	Marginal - Very few key points
<ul> <li>and outside the organization</li> <li>Speaks clearly, concisely, and effectively in varied</li> </ul>	members. What approaches did you use and how did you know	provides examples of different approaches; uses clarifying questions	Acceptable - Most of the key points
circumstances, including meetings, presentations and	you were getting your point across?	and body language to adjust communication.	Good - All key points





customer and co-worker contacts.  • Writes clearly and effectively, using appropriate vocabulary, style, and grammar in a well-organized and concise manner.  • Effectively uses appropriate presentation aids conveying thoughts and issues in a manner appropriate to the target audience.  • Demonstrates active listening skills.			Superior - Exceeds key points
Integrity:			
<ul> <li>Upholds the values of the organization</li> <li>Admits when wrong and works to build trusting relationships</li> <li>Adheres to the organization's code of conduct and ethical practices</li> <li>Demonstrates an understanding of the ethical responsibility of public employees</li> <li>Ideal Candidate Profile Characteristics – Initiative:</li> </ul>	We have all had occasions where we made a mistake. Can you give us an example of when this happened to you? What was the cause? What actions did you take to resolve the issue?	Candidate takes ownership of mistake; Provides preventative actions and corrective actions; Adequate and proper notification to chain of command	Unacceptable - No key points  Marginal - Very few key points  Acceptable - Most of the key points  Good - All key points  Superior - Exceeds key points
<ul> <li>Takes action and responsibility to complete what is necessary in the absence of specific direction</li> <li>Exhibits a high degree of self-motivation in performing assigned duties and achieving intended results.</li> <li>Displays ability and willingness to deviate from</li> </ul>	Tell me about a new policy or new idea you recently implemented which was considerably different from the standard procedure. What approach did you take to get others to go along with the idea?	Provides examples; Explained how changes affect others in the organization and why they were made; Has backup data to support changes; Identified stakeholders and senior management and got them involved early;	Unacceptable - No key points  Marginal - Very few key points  Acceptable - Most of the key points  Good - All key points



the routine, when necessary, to accomplish goals.	Used their input to sell the idea	Superior - Exceeds key points
<ul> <li>Proactively takes action when confronted with a problem.</li> </ul>		

## FOR ADDITIONAL ASSISTANCE

Policies & Directives
Talent Acquisition & Onboarding
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