The City College of New York

OFFICE OF COMPLIANCE AND DIVERSITY
INTERVIEW RATING FORM

Candidate Name: _____

Search/Position: _____

PVN #: _____

Date: _____

Committee Member/Evaluator: _____

Question Asked by:	Questions/Criteria**	Rating Code 0-5	Additional/Explanatory Comments

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Applicant successfully completed interview process. Yes ___ No ___
I recommend the applicant be considered for employment pending reference checks. Yes ___ No ___

Rating Sheet Code Designations

Only the specific requirements of the position should be used in rating candidates. Absolutely no criteria or comments should be based on age, race or ethnicity, gender, or other protected category. You should rate each candidate using the following five-point scale:

THIS IS A FAILING RATING FOR THE FACTOR.

0 = Not Applicable – Candidate does not have experience in this area or failed to answer the question.

1 = Unsatisfactory – Candidate's performance on the factor is well below the level required for effective job performance.

2 = Marginal – Candidate demonstrates proficiency in the factor to some degree but at a level below that required for effective job performance.

THIS IS A PASSING RATING FOR THE FACTOR.

3 = Good – Candidate's performance on the factor is at a satisfactory level for effective job performance.

4 = Very good – Candidate's performance on the factor is clearly above the level required for effective job performance.

THIS IS THE HIGHEST PASSING RATING FOR THE FACTOR.

5 = Excellent – Candidate's performance on the factor is at a superior level, of extremely high quality.

As you are rating the candidates, remember these important things:

1. Candidates should be rated only on whether they met or exceeded the requirements of the advertised position and on their responses to the prepared questions. Do not allow non-job related factors (e.g., age, sex, ethnic group, physical characteristics) to influence your rating.

2. It is not unusual for candidates to do well on one factor and poorly on another. You must be careful not to rate a candidate higher or lower on a specific factor based on your impression of his/her overall qualifications. Rate each factor independently based on their responses.

3. To the extent possible and appropriate, use the entire five-point scale when rating candidates. If you avoid extreme ends of the scale, your candidate scores will be bunched in a very limited range. If, however, you use the entire scale, you will clearly point out those candidates who are best qualified as well as those who are unacceptable for this position.

4. In rating each applicant, make descriptive job related comments giving the reasons for your rating on each factor.

5. Follow up questions are appropriate in order to clarify or expand on a candidate's response to the prepared questions. Do not, however, ask questions of one candidate that you are not prepared to ask of the other candidates.

Subject	May Ask	May Not Ask
Name	Current Legal Name	Whether person worked under a different name; questions that would divulge ancestry or marital status.
Address	Preferred contact information or if their contact information has changed since they initially applied	How long someone has lived in the U.S.; the foreign address where someone has lived
Sex	Nothing	May not comment on person's sex unless it is a bona fide occupational qualification (BFOQ). This is highly unlikely in most circumstances, except maybe film, theatre, etc.
Age	Nothing	Age; date of birth, proof of age
Birthplace	Nothing	Any inquiry into place of birth, or that of parents, spouse, grandparents, or other relatives
Citizenship	Whether a candidate is currently authorized to work in the U.S.(should be covered through the Application for Employment only)	Whether applicant, parents, or spouse, are native-born U.S. citizens; or what country applicant is a citizen?
Visa status	Nothing	Type of visa or request certain immigration documents. May not reject applicants with valid work permits that expire at a future date.
Marital Status	Nothing	Whether applicant is married, single, divorced, engaged, widowed, or living with someone
Sexual Preference	Nothing	Whether applicant is homosexual, heterosexual, or any other question pertaining to sexual tendencies or preferences
Lifestyle	Nothing	Anything involving applicant's natural and preferred way of living
Family	Nothing	Any question concerning family size, family planning, children's ages, plans for childcare, or spousal income or employment
Religion	If the work schedule requires weekend work, may ask if applicant is able to work on weekends	About religious denomination, affiliation, church or synagogue, religious holidays observed; whether applicant regularly attends a house of worship
Disabilities & Physical Data	Ability to perform the essential functions of the job (with or without accommodation)	Questions about physical or mental limitations that are not job related, including applicant's height, weight, or medical conditions.
Pregnancy	Nothing	About the applicants plans for having children; about medical history concerning pregnancy and health related matters
Military Status	About job-related experience gained in the military	About branch of service; type of discharge
Housing	How applicant can be reached if there is no telephone at home	Whether applicant owns or rents an apartment or house
Education	About educational institutions attended; training	About religious or racial affiliations of school attended; about educational experience that is not necessary for the job to be performed
Organizations	About professional organizations	About all organizations that applicants belong to; organizations that indicate race, color, religion, sex, marital status, national origin, veteran status, or disability of applicant
Financial Position	Nothing	About credit ratings, garnishment, debts, to whom debts are owed
Arrest Record	Nothing	About arrests, or time spent in jail. Arrests without convictions do no indicate guilt
Convictions	About convictions, but only if job related (e.g. inquiries about embezzlement convictions if position requires financial responsibilities) and only if asked of all applicants	General questions about whether applicant has ever been convicted
Status of Being Unemployed	Nothing	About whether or not the applicant is currently employed.