

## 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
<p><b>Commitment to Diversity:</b></p> <ul style="list-style-type: none"> <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 decision-making. 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>	<p>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?</p>	<p>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</p>	<p><b>Unacceptable</b> - No key points</p> <p><b>Marginal</b> - Very few key points</p> <p><b>Acceptable</b> - Most of the key points</p> <p><b>Good</b> - All key points</p> <p><b>Superior</b> - Exceeds key points</p>
<p><b>Clear &amp; Concise Communication:</b></p> <ul style="list-style-type: none"> <li>Takes responsibility for understanding what information needs to be distributed and for communicating appropriately, both inside and outside the organization</li> <li>Speaks clearly, concisely, and effectively in varied circumstances, including meetings, presentations and</li> </ul>	<p>Please provide an example of a time you’ve had to use different approaches to communication with a diverse group of stakeholders/committee members. What approaches did you use and how did you know you were getting your point across?</p>	<p>Candidate researches the audience they are targeting and understands which approach works for different people; provides examples of different approaches; uses clarifying questions and body language to adjust communication.</p>	<p><b>Unacceptable</b> - No key points</p> <p><b>Marginal</b> - Very few key points</p> <p><b>Acceptable</b> - Most of the key points</p> <p><b>Good</b> - All key points</p>

<p>customer and co-worker contacts.</p> <ul style="list-style-type: none"> <li>Writes clearly and effectively, using appropriate vocabulary, style, and grammar in a well-organized and concise manner.</li> <li>Effectively uses appropriate presentation aids conveying thoughts and issues in a manner appropriate to the target audience.</li> <li>Demonstrates active listening skills.</li> </ul>			<p><b>Superior</b> - Exceeds key points</p>
<p><b>Integrity:</b></p> <ul style="list-style-type: none"> <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> </ul>	<p>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?</p>	<p>Candidate takes ownership of mistake; Provides preventative actions and corrective actions; Adequate and proper notification to chain of command</p>	<p><b>Unacceptable</b> - No key points</p> <p><b>Marginal</b> - Very few key points</p> <p><b>Acceptable</b> - Most of the key points</p> <p><b>Good</b> - All key points</p> <p><b>Superior</b> - Exceeds key points</p>
<p><b>Ideal Candidate Profile Characteristics – Initiative:</b></p> <ul style="list-style-type: none"> <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>	<p>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?</p>	<p>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;</p>	<p><b>Unacceptable</b> - No key points</p> <p><b>Marginal</b> - Very few key points</p> <p><b>Acceptable</b> - Most of the key points</p> <p><b>Good</b> - All key points</p>

<p>the routine, when necessary, to accomplish goals.</p> <ul style="list-style-type: none"> <li>Proactively takes action when confronted with a problem.</li> </ul>		<p>Used their input to sell the idea</p>	<p><b>Superior</b> - Exceeds key points</p>
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FOR ADDITIONAL ASSISTANCE

**Policies & Directives**

Talent Acquisition & Onboarding

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