

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>Commitment to Diversity:</p> <ul style="list-style-type: none"> Sees the value of cultural, ethnic, gender, and other individual differences in people. Creates an environment of learning about, valuing, encouraging, and supporting differences. Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others. 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. Strives to eliminate barriers to diversity; ensures that new barriers to diversity are not built. 	<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>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p> <p>Superior - Exceeds key points</p>
<p>Clear & Concise Communication:</p> <ul style="list-style-type: none"> Takes responsibility for understanding what information needs to be distributed and for communicating appropriately, both inside and outside the organization Speaks clearly, concisely, and effectively in varied circumstances, including meetings, presentations and 	<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>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p>

<p>customer and co-worker contacts.</p> <ul style="list-style-type: none"> 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. 			<p>Superior - Exceeds key points</p>
<p>Integrity:</p> <ul style="list-style-type: none"> Upholds the values of the organization Admits when wrong and works to build trusting relationships Adheres to the organization’s code of conduct and ethical practices Demonstrates an understanding of the ethical responsibility of public employees 	<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>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p> <p>Superior - Exceeds key points</p>
<p>Ideal Candidate Profile Characteristics – Initiative:</p> <ul style="list-style-type: none"> Takes action and responsibility to complete what is necessary in the absence of specific direction Exhibits a high degree of self-motivation in performing assigned duties and achieving intended results. Displays ability and willingness to deviate from 	<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>Unacceptable - No key points</p> <p>Marginal - Very few key points</p> <p>Acceptable - Most of the key points</p> <p>Good - All key points</p>

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

Policies & Directives

Talent Acquisition & Onboarding

352-392-HELP

talent@hr.ufl.edu