

# UW Oshkosh PA/M Group Interview Evaluation

Candidate \_\_\_\_\_ Reviewer \_\_\_\_\_

**INSTRUCTIONS:**

Use THIS side of the evaluation to record *your* comments during the group interview process about all of the candidates paying particular one assigned to you. Please give examples to support your comments using the criteria listed. Use the OTHER side of the evaluation to rate your candidate. And record the review of the *group's* comments. Submit to (contact person) at the end of the process. Please write legibly.

**Look for:**

Ability to work as part of a team; communication skills; sensitivity to others; confidence; ability to “think on feet”

## Group Observations:

Candidate 1 \_\_\_\_\_

Candidate 2 \_\_\_\_\_

Candidate 3 \_\_\_\_\_

Candidate 4 \_\_\_\_\_

Candidate \_\_\_\_\_ Reviewer \_\_\_\_\_

Use a five-point scale to rank participants in the individual interview.

- 5 - *Excellent skills; demonstrates leadership qualities and critical thinking skills*
- 4 - *Strong/Very good skills; consistently demonstrated throughout interview*
- 3 - *Above average/Good skills; sporadically/intermittently demonstrated throughout interview*
- 2 - *Average/ Moderate skills; seldom demonstrated throughout interview, but was evident*
- 1 - *Below average/Barely adequate skills; would require significant training*

Criteria	1	2	3	4	5
1. <b>Expressiveness/Responsiveness</b> – specific in expression of ideas, feelings, positions; expresses opinions and thoughts in response to what others have said; contributes ideas; expands on the ideas of others; replies when questions are asked of the group able to give complete sentences without fillers such as “um” or “like;” speaks loud enough to be heard and does not mumble					
2. <b>Non-verbal Communication/Listening Skills</b> –makes good eye-contact with all group members, attentive when others are speaking; asks open ended questions; minimal interruptions; paraphrases others’ comments’ ask for clarification of others comments; does not isolate self from group with body position; leans forward					
3. <b>Openness/Perceptiveness</b> – demonstrates respect for opinions and feelings of others by validating their comments with affirmation or empathy; uses example from own experience to explain a point of view; does not make judgmental comments; expresses acceptance of diverse ideas and opinions; aware of group members reactions to self and adjusts behavior as needed;					
4. <b>Leadership/Cooperation</b> – encourages participation of all members by asking for their thoughts/input; demonstrates ability to work with the team; offers suggestions or solutions to difficulties that arise in the group process; identifies when the group has lost focus and asks questions or makes statements to help group re-focus; offers constructive feedback in an encouraging way; seeks to engender unity by confirming all are in agreement; does not monopolize discussion					
5. <b>Confidence/Presentation of Self</b> – upon arrival, greets others in room; dressed in business casual; appears calm and not inappropriately anxious; doesn’t giggle excessively; does not hesitate to speak up, but also waits politely for turn to speak (not overbearing) shows awareness of PA/M position by referencing aspects of their role in discussion(s); asks questions about position at end of interview					
<b>Total</b>					

Overall Total: \_\_\_\_\_

NOTES:

\_\_\_\_ Recommend    \_\_\_\_ Recommend w/Reservations    \_\_\_\_ Do not Recommend