

# Prairie View A&M University

Office of Equal Employment Opportunity  
 EEO Form-3, May 21, /2009; SACS-001-EEO-2009

## Standard Interview Questions Matrix

Interviewer's Name: \_\_\_\_\_ Tel#: \_\_\_\_\_ Date: \_\_\_\_\_

### **INSTRUCTIONS**

Hiring supervisors must develop Job-Specific Interview questions for each job category for which it seeks to hire personnel. This form is the **standard format** for developing interview questions; please note that the same questions must be asked of each applicant selected for interview.

- **Before you begin your interviews:** Record questions in this form and the anticipated answer(s). You may have as many questions as you deem necessary using simple rather than compound questions. The boxes provided below may be extended using the copy & past commands to create more and/or to delete any excess boxes.
- **During the interview:** Search Committee members are instructed to: Note each of the Interviewee's responses to the STANDARD INTERVIEW QUESTION MATRIX; and, to make this written information part of the hiring package that will be submitted, for compliance review and approval, to the Office of Equal Employment Opportunity.
- **After the interview** is conducted, then you may go back and score each question and calculate the overall score. Document the overall interview score for each candidate on the STANDARDIZED HIRING EVALUATION MATRIX.

### **RECORDS RETENTION SCHEDULE - APPLICATION RETENTION:**

Pursuant to [System Regulation 33.99.01: Employment Practices](#): "Each System component will maintain, for two (2) years, employment applications and other relevant data on all job applicants who are not hired. Employment applications and relevant data on hired applicants should be kept throughout their employment and for five years after employment terminates. If the current Records Retention Schedule states a different retention period, it will govern."

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|-------------------------------|-----------------|
| Applicant's Name              | Date            |
| Position Title and Job Number | Interview Score |

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| <b>Question 1:</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 2:</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 3:</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 4:</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 5:</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 6:</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 7</b>  |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 8</b>  |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 9</b>  |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 10</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

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| <b>Question 11</b>   |
| <b>Anticipated Answer(s):</b>  |
| <b>Applicant's Answer:</b>   |
| <b>Score:</b> <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer |

**NEED HELP?**  
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