



OVCA FORM 107: INTERVIEW CHECKLIST AND RATING FOR FACULTY/ASF APPLICANTS

Name of Applicant: Mr. / Ms./Dr. \_\_\_\_\_

Date of Interview:   -   -   TIME:   :   am / pm

Venue: \_\_\_\_\_ Semester/Term Applied For:  FIRST  SECOND  THIRD

SY 20   - 20

Interviewed: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature over Printed Name

GENERAL INSTRUCTIONS TO THE INTERVIEWER:

The following are the MINIMUM standardized questions you can ask applicable to the position being applied for. Please rate the applicant based on the grading system provided to facilitate a unified system of rating, ranking and profiling. **The interviewer is free to ask additional questions specific to the demands of the college/department.**

QUESTIONS:

1. Tell something about yourself.
2. Among all institutions, why did you choose De La Salle Health Sciences Institute?
3. What made you decide to apply in the College/Department of \_\_\_\_\_? Are there any people who influenced you to apply?
4. What is your own concept of a good instructor/professor/ASP?
5. What are your expectations about DLSHSI? Expectations as a faculty member/ASP?
6. What personal characteristics do you think you have that make you qualified for this position?
7. Do you have a work habit? If yes, please describe.
8. How do you see yourself 10 years from now?
9. As a future faculty member/ASP of this Institute, in what ways do you think can you contribute to your students, to your colleagues, to the department, and to the entire Institute?
10. SITUATIONAL QUESTIONS RELATED TO: *(Depends on the interviewer)*
  - a. Academics
  - b. Current events

<b>RATING SYSTEM:</b>	5	-	Very Good	=	Very Highly Evident
	4	-	Good	=	Highly Evident
	3	-	Fair	=	Evident
	2	-	Poor	=	Almost not Evident
	1	-	Very Poor	=	Not Evident



Questions	Criteria	5	4	3	2	1
ALL	1. Confidence in expressing oneself					
ALL	2. Fluency in expressing oneself in English/Filipino					
Q2	3. Interest in working at DLSHSI					
Q3	4. Personal interest in the position applied for					
Q4, Q5	5. Understanding of the position applied for					
Q6	6. Positive personal attributes					
Q7	7. Work habits					
Q8, Q9	8. Sense of direction and purpose					
Q9	9. Maturity and sense of responsibility					
Q10	10. Values system					
Q10	11. Sense of communal awareness and concern					

**COMPUTATION:**

Column A	Column B	Column C
RATING	TOTAL ITEMS WITH SUCH RATING	Column A x Column B
5		
4		
3		
2		
1		
TOTAL	11	Sum of Column C = [     ] ÷ 11 =

**RECOMMENDATIONS:**

Qualified

Not qualified

For reconsideration if position is still available

**NOTES:**

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