



Sample Interview Assessment Form Rev 1 – For Academic Director Interviews 1 and 2 – To Be Modified for Other Roles

Key Questions	Expected Points to Mention	Very Poor	Poor	Good	Very Good	Excellent
Tell us your understanding of this role?	Thoughts generally					
What appeals to you about the role that led to you applying?	Desire for role					
Tell us why you believe you are suited to the role?	Self-awareness v understanding of the role					
Why do you want to work in this international education industry	Industry knowledge					
In the future, what do you believe are the greatest challenges this industry will face?	Industry knowledge					
What is your greatest failure and what did you learn from it?	Self-reflection and attitude to setbacks					
What is the most important aspect of taking a programme and creating deliverable content and timetable for it?	Know-how and student focus					
What understanding do you have of QQI accreditation and overseas equivalents?	Know-how					
What experience have you of small business, startups, and what do you think are the most important qualities for someone to succeed in such environments?	Understand needs of small business, flexibility, can-do, juggling....					
What challenges and opportunities does online learning present?	Student engagement, content design/presentation, delivery					
What are the key differences between teaching and managing others to teach/managing academic units?	Academic, management, operations, finances, facilitator					
When were you most satisfied with your job?	What excites them					
How would your colleagues describe you?	Self-awareness – modesty/self-criticism,					
This opportunity is not for the faint-hearted with long hours, varying workload, some overseas travel, demanding schedules to be met and above all the responsibility of being the main person, stakeholders see as fully accountable for everything academic at UniHaven. Your thoughts?	Is it really for them					
	Overall Rating					