

Candidate Assessment Forms FAQ

What is a candidate assessment form?

The Candidate Assessment Form provides an opportunity for interested students, staff, faculty and alumni who interview our candidates to give their feedback.

Who reads my assessment?

Your feedback is important. Your review of the candidate's relative strengths and fit for the position are read by the hiring official and the hiring committee if indicated. Each individual assessment is included in the report. However, Executive & Faculty Search Group staff must collect these in order to report to the hiring official in a timely manner.

When should I submit candidate assessment forms?

Our recommendation is that the form should be submitted the day you meet with the candidate. We have found that the responses are highly detailed and insightful when the interview is fresh in your mind. The search process moves very quickly and we submit all materials to the hiring official shortly after all interviews have been conducted.

Do I have to put my name on the assessment form?

Most want the hiring official to know the response is from them. However, you do not have to list your name. You may fill out the form and remain anonymous. If you do choose to name yourself, you are sending a more personalized assessment because it is from you.

Where do I submit completed candidate assessment form?

All forms should be e-mailed to efsgassessment@uga.edu. You may also drop off forms (in a sealed envelope) to Melanie Burden in the College of Pharmacy Dean's Office.