

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DEAN OF STUDENTS

1	What experience do you have working in student services?	1 2 3 4 5	
2	How have your experiences prepared you for the role of Dean of Students?	1 2 3 4 5	
3	How would you handle a student violating school rules or policies?	1 2 3 4 5	
4	What challenges do you foresee in this role? How would you address them?	1 2 3 4 5	
5	What initiatives can you propose to increase involvement and engagement among our students and faculty members?	1 2 3 4 5	
6	Describe an example where, through your leadership, you helped improve the campus climate.	1 2 3 4 5	
7	What strategies would you use to ensure that our student body reflects the diversity of our surrounding community?	1 2 3 4 5	
8	How do you plan to involve students in decision-making activities such as budgeting and policy changes?	1 2 3 4 5	
9	Describe a complex problem you had to solve while working in student services. How did you handle it?	1 2 3 4 5	
10	What methods or techniques do you use to assess students' needs and interests?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	

CRITERIA

SCORE (1-5) NOTES

Directional Fit

A step forward, or backward, in their career?

12345

RECOMMENDATION

☐ Advance

☐ Hold

☐ Decline

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.

1 = well below the bar · 3 = meets it · 5 = clearly above it