



جامعة الكويت
KUWAIT UNIVERSITY

جامعة الكويت

مكتب نائب مدير الجامعة
للشؤون العلمية

دليل ارشادي
لإستخدام استمارة تقرير المقابلة

قواعد عامة

- ١ - تقوم اللجنة المختصة بإجراء المقابلة الشخصية مع المتقدم للحصول على وظيفة عضو هيئة تدريس بعد استيفائه للشروط الأولية للمتقدم. تتم مقابلته وفقاً للعناصر الأكاديمية والسلوكية الواردة في «تقرير المقابلة».
- ٢ - يتم تقييم أداء المتقدم من قبل أعضاء اللجنة كل على حدة بإستمارة منفردة وتحسب النقاط لكل عامل (بضرب القيمة الوزنية للعامل «و» بدرجة التقدير «د» أفقياً) ومن ثم يحسب المجموع الكلي.
- ٣ - يتم تعبئة تقرير المقابلة من قبل رئيس لجنة التعينات في القسم ويتم اختيار النتيجة لنهائبة للتقسيم تحت بند التوصيه النهائيه .



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INTERVIEW COMMENT SHEET

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Office of the Vice President for Academic Affairs

APPLICANT: _____

FACTOR	W t	Poor (L=1)	Fair (L=2)	Good (L=3)	Very Good (L=4)	Excellent (L=5)	Score WxL
1. EDUCATION	3	Unsuitable for the job	Helpful, but not directly applicable	Good educational background	Above average qualifications	Background specially well suited	
2. EXPERIENCE (Professional and administrative)	2	Unsuitable for the job	Helpful, but not directly applicable	Good, helpful experience	Above average experience	Experience specially well suited	
3. ABILITY TO COMMUNICATE IN THE LANGUAGE OF INSTRUCTION (Construction of Sentences, clarity of thought, & expression)	3	Not understandable	Slow, has difficulty in clear self-expression	Understandable, has limited vocabulary	Good vocabulary, clear and effective	Excellent vocabulary, very clear and effective	
4. COMPREHENSION (Listening attitude, attentiveness, facial expressions)	2	Lacks understanding	Difficulty in understanding explanations must be repeated	Understands with reasonable amount of explanation	Understands easily with few explanation	Understands quickly, almost without explanation	
5. PERSONALITY & CHARACTER	2	Un-interesting	Indifferent, neither good nor poor	Pleasant	Attractive and warm	Outstanding	
6. EMOTIONAL STABILITY (Reactions to criticism, reasons for leaving former jobs, comments on former supervisors and subordinates)	2	Emotionally unstable, easily upset	Unduly nervous, or too much at ease	Appears at ease, reacts normally to interview	Mature, at ease, asks intelligent questions	Is in complete control of self	
7. AMBITION TO ADVANCE (Interest in security versus opportunity, tangible evidence of willingness to advance)	2	Does not know what he wants, no incentives	Satisfied	Ambitious, wishes to improve	Very ambitious, wishes to improve	Highly ambitious, self-assured about capabilities	
8. APPEARANCE & REFINEMENT	2	Un-satisfactory	Satisfactory	Pleasant	Pleasant with some refinement	Well refined	
7. POTENTIAL CONTRIBUTION TO DEPARTMENT (Potential creativity, expected enthusiasm to work for the advancement of department)	2	Lacks obvious potential contribution	Some potential contribution	Satisfactory for existing goals and objectives	Very Satisfactory, can help in advancing department goals and objectives	High potential for introducing significant development	
TOTAL							

Comments : _____

Name : _____

Signature : _____

Date : _____