

**PLEASE RETURN THIS FORM
TO HUMAN RESOURCES**

INTERVIEW REPORT FORM

PCO#

Hiring Administrators must complete this form for all positions being submitted to Human Resources.

Job Title:

School/Department:

Job Type:

**Name of Applicant
Selected:**

Applicant Status:

If Transfer, current location:

Please list
job-related criteria used
to screen applicants:

Date of Interviews:

Screening Date:

Name(s) of Interviewers:
(a minimum of 3 interviewers
required)

Names of candidates interviewed and job-related **specific** reasons they were **not** selected; please **avoid language** that is not specific like "*not a good fit*" or "*not as qualified*". Please note: The hiring administrator is responsible for calling those interviewed to notify them of the committee's decision.

Name:

Reason for Non-Selection:

Applicant Status:

If Transfer, current location:

Name:

Reason for Non-Selection:

Applicant Status:

If Transfer, current location:

Name:

Reason for Non-Selection:

Applicant Status:

If Transfer, current location:

Name:

Reason for Non-Selection:

Applicant Status:

If Transfer, current location:

Name:

Reason for Non-Selection:

Applicant Status:

If Transfer, current location:

Comments:

Hiring Administrator's Name:

Date:

