

RECORD OF INTERVIEW

This form to be completed for **each** candidate interviewed, by **each** interviewer.

INSTRUCTIONS: Evaluate the candidate in each of the categories below using the predetermined selection criteria. Give a detailed explanation of how the candidate meets or does not meet the qualifications paying particular attention to equivalencies. Use the back of the form for additional space. Attach to **ORIGINAL** resume/application, this form becomes a permanent part of the file.

Candidate's Name: _____

Interview Date & Time: _____

Indicate if telephone interview: _____

EDUCATION: Meets requirements Does not meet requirements Has the equivalent

WORK EXPERIENCE: Meets requirements. Does not meet requirements. Has some, but not all of the required experience.

OTHER QUALIFICATIONS:

OVERALL EVALUATION: Recommend hiring Do not recommend hiring
Give supporting reasons. Please write legibly.

Interviewer's Signature _____ **Date** _____

Please PRINT interviewer's name _____