

RECORD OF INTERVIEW

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

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 required experience _____

OTHER QUALIFICATIONS:

OVERALL EVALUATION:

Recommend hiring _____ Do not recommend hiring _____ Give supporting reasons _____

Interviewer's Signature _____

Please PRINT interviewer's name _____