

Interview Request

Please give HR a minimum of 5 WORK days to set up interviews.

If interview questions have been previously created they will be sent to the interview requestor for review immediately. If revisions are required, send questions with the revisions to HR 2 days prior to interview.

NO ADDITIONS OR CHANGES OF ANY KIND WILL BE MADE WITHIN 48 HOURS OF INTERVIEW.

Requestor: _____ Today's Date: _____

Interviewing for: _____

Position Title

DATE POSTING CLOSES: _____

Interview Date Preferred: _____ **Date / Day** 2nd Choice: _____ **Date / Day**

Committee Members: _____

Conference Room requested: DO Conference Room Other (Specify) _____

Time Committee Meets: _____ **Not before 8:15 a.m.** Time of 1st Interview: _____

How long for each interview: _____

Name of Applicants: 1. _____
OR 2. _____

Apps checked on Edjoin 3. _____
4. _____

Are any In-house Candidates interviewing? 5. _____
6. _____

Yes No 7. _____
If so, list names \Rightarrow 8. _____

9. _____

Alternates:

If selected candidate(s) unable to interview replace with: 1. _____
2. _____

Is testing required/requested: Yes No Type: _____

Additional Information/Instructions: _____

FOR HR OFFICE USE

Approved by HR:

Yes No

105 Received

Print Name

Signature

Date