|  |  |  |
| --- | --- | --- |
| POSITION HIRING FOR | DATE  Click or tap to enter a date. | HIRING MANAGER |
| INTERVIEW LOCATION  Choose an item. | First Interview  Second Interview | REQUESTED START DATE:  Click or tap to enter a date. |
| INTERVIEW PANEL MEMBERS: Must have a minimum of three panel members; panel members must be approved prior to interviewing.  Internal candidate; only one to apply for position | | |

|  |  |  |  |
| --- | --- | --- | --- |
| INTERVIEW DATE | INTERVIEW TIME | APPLICANT NAME | PROVIDE REASON NOT RECOMMENDED FOR HIRE |
| Click or tap to enter a date. |  |  | Choose an item. |
| Click or tap to enter a date. |  |  | Choose an item. |
| Click or tap to enter a date. |  |  | Choose an item. |
| Click or tap to enter a date. |  |  | Choose an item. |
| Click or tap to enter a date. |  |  | Choose an item. |
| Click or tap to enter a date. |  |  | Choose an item. |
| Click or tap to enter a date. |  |  | Choose an item. |
| Click or tap to enter a date. |  |  | Choose an item. |

**ACADEMIC AFFAIRS ONLY**

Candidate must provide a 5 -10 minute demonstration on the following topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate must provide a 1 page writing sample on the following topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **NAME OF CANDIDATE SELECTED** | **REASON WHY CANDIDATE SELECTED** |
|  |  |
|  | Choose an item. |
|  | Choose an item. |

Please return the Candidate Interview Schedule Document, Interview Questionnaire documents with panel member signatures and application of selected candidate(s) to Human Resources once a selection has been made.

**APPROVALS:**

DEAN/DIRECTOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_

VICE PRESIDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

PRESIDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_