



Interview Documentation Form

Job title:	Department:
Hiring Manager:	Date of Posting:
Requisition #	

Scope of Candidates

External/Internal

Internal Only

Committee Chair: _____

Committee Member	Search Committee	Interview Committee
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Results of On-site Interviews

Candidate(s) Hired	Reason(s)

Candidate(s) Not Hired	Reason(s)

Additional Notes:

Prepared by: _____ Date: _____