



Human Resource Services

Certificated Interview Team Report and Recommendation

VACANCY #: _____

Hiring Manager:	Interview Site:
Vacant Position:	Interview Date:

PLEASE PRINT INTERVIEW TEAM MEMBERS		GENDER	ETHNICITY
Name: _____ (SCTA Unit Member)	<input type="checkbox"/> Male		
Title: _____	<input type="checkbox"/> Female		
Name: _____	<input type="checkbox"/> Male		
Title: _____	<input type="checkbox"/> Female		
Name: _____	<input type="checkbox"/> Male		
Title: _____	<input type="checkbox"/> Female		
Name: _____	<input type="checkbox"/> Male		
Title: _____	<input type="checkbox"/> Female		
Name: _____	<input type="checkbox"/> Male		
Title: _____	<input type="checkbox"/> Female		
Name: _____	<input type="checkbox"/> Male		
Title: _____	<input type="checkbox"/> Female		

LIST CANDIDATES REFERRED BY HR WITH STATUS, LE, NO SHOW, DECLINED INTERVIEW, ETC.

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INTERVIEW TEAM RECOMMENDATION/PHONE/STATUS (NEW, FORMER SUB, PERM, OR OTHER)	
The following applicant is an acceptable candidate and is to be offered the position.	
NOTIFICATION OF NON-SELECTED CANDIDATES (Check when complete)	
<input type="checkbox"/> Phone Notification <input type="checkbox"/> Notification: Hiring Manager <input type="checkbox"/> Notification: Human Resource Services	
Signature of Hiring Manager:	Date: