**INTERVIEW INFORMATION FORM Human Resources Department**

[1] POSITION/POOL:



[2] DATE(S) OF INTERVIEWS:

[3] INTERVIEW SCHEDULE: Start Time End Time Length of Interviews Length of Time Between Interviews

[4] TIME(S) OF BREAKS (if applicable):

[5] LOCATION(S)\* Reporting Location (if different from interview location):

Interview Location (Preference #1):

(Preference #2):

(Preference #3):

[6] DO CANDIDATES NEED TO REPORT EARLY FOR TESTING/WRITING RESPONSE/ETC.?  Yes  No

If yes, please describe instructions to applicant:

[7] HOW MUCH TIME TO REVIEW THE INTERVIEW QUESTIONS: **5 min □ 10 min □ 15 min □**

[8] DO CANDIDATES NEED TO BE PREPARED TO GIVE A TEACHING DEMONSTRATION OR PRESENTATION?  Yes  No

If yes, specify whether demonstration or presentation and desired length:

Equipment that Human Resources needs to order:

Topic:

[9] DO CANDIDATES NEED TO BRING ANY ADDITIONAL INFORMATION WITH THEM TO THE INTERVIEW? Yes  No

If yes, please describe instructions to applicant:

[10] ANY EQUIVALENCY CANDIDATES (IF APPLICABLE)?  Yes  No

If yes, please list name(s) of candidates and attach recommendation (contact HR for more info.) - approval is required **PRIOR**

TO INTERVIEW:

[11] WILL YOU BE PROVIDING CRITERIA TO HUMAN RESOURCES TO BE INCLUDED ON YOUR INTERVIEW RECORD SHEETS?  Yes  No

**If yes, please e-mail your questions/criteria to Tracy Ruelle/Maria Padilla Campos (cc: Sussanah Sydney) in Human Resources at least 3 days prior to your first day of interviews.**



**Committee Chair Signature Date**

*Please Note: If your interviews will be held in the Button Building Conference Room, parking is limited, so committee members should either carpool or walk to the building, or if necessary, obtain a visitor/guest parking permit from Human Resources to utilize the reserved spaces (please do not park in the green visitor spaces in front of the building).*

**Please return this form to Human Resources to schedule interviews.**