



(Enter Position Title Above)

INTERVIEW RECOMMENDATION FORM

Ranked Candidates

(Please allow 10 working days for scheduling)

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

If a candidate(s) declines, is the HR Department authorized to contact the next ranked person? YES NO

Interview Date(s): _____

Time(s): _____

Length of each interview: _____ Interval time between interviews: _____

Will there be an exercise? YES NO If yes, please indicate the length of each exercise: _____

Computer exercise Writing assignment Presentation/Teaching Demo

Is the exercise included in the interview time? YES NO

How early should candidates arrive? _____ minutes

Including exercise time (if applicable) and 15 minutes for questions

All candidates will be given 15 minutes to preview the interview questions.

Do you want a lunch break? YES NO If yes, please indicate how long: _____

PLEASE NOTE: It is the Committee Chair's responsibility to arrange a room and greeter.

Interview location: _____

Candidate reports to Greeter: _____ Room#: _____