



Human Resource Services

# Certificated Interview Team Report and Recommendation

**VACANCY #:** \_\_\_\_\_

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

<b>PLEASE PRINT INTERVIEW TEAM MEMBERS</b>		<b>GENDER</b>	<b>ETHNICITY</b>
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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<b>INTERVIEW TEAM RECOMMENDATION/PHONE/STATUS (NEW, FORMER SUB, PERM, OR OTHER)</b>
The following applicant is an acceptable candidate and is to be offered the position.

<b>NOTIFICATION OF NON-SELECTED CANDIDATES (Check when complete)</b>
<input type="checkbox"/> <b>Phone Notification</b> <input type="checkbox"/> <b>Notification: Hiring Manager</b> <input type="checkbox"/> <b>Notification: Human Resource Services</b>

Signature of Hiring Manager:	Date:
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