



# HUMAN RESOURCES

## Interview Results

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Candidate: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

THIS CANDIDATE IS RECOMMENDED FOR HIRE TO HUMAN RESOURCES FOR REVIEW AND APPROVAL.

THIS CANDIDATE NOT SELECTED FOR HIRE FOR THE FOLLOWING REASON(S)

Based upon the information obtained at the conclusion of all interviews for this position this candidate was NOT recommended for one or more of the following reasons: Please WRITE SPECIFIC REASONS to support your decision.

**REASON(S):**

➤ Does not meet minimum qualifications

➤ Not enough experience

➤ Lacks supervisory experience

➤ Experience not appropriate for position

➤ Lacks required educational background

➤ Lacks required certification(s)/license(s)

➤ Applicant declined offer

➤ Inadequate/unfavorable reference(s)

➤ Not available for required hours

➤ Cannot meet applicant salary requirement

➤ Did not meet pre-employment requirements

➤ Requires relocation package

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➤ Not willing to commit to contracted time

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➤ Conflict of Interest

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➤ Candidate withdrew

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➤ Unacceptable background check

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➤ Teaching demonstration unacceptable

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➤ Unable to schedule an interview

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➤ Applicant failed to appear for interview

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➤ Interview responses unacceptable

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➤ Research presentation unacceptable

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➤ Interview revealed selected candidate more qualified

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➤ Interview revealed selected candidate has more experience

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➤ Applicant's teaching preference does not match open position

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➤ Incomplete application

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➤ Not eligible to work in the United States

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➤ Met minimum qualifications, but was lower ranking

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➤ Accepted another position (on/off campus)

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➤ Good candidate – second choice

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➤ Relatively weak knowledge, skills, and abilities as compared to the job description.

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## HUMAN RESOURCES

## Interview Questions

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List below (or on a separate sheet) the structured questions asked of each candidate. **Questions must be job related.** Be sure to include the responses to the questions asked.

1)

2)

3)

4)

5)

6)

7)

8)