



Human Resource Services

Certificated Interview Team Report and Recommendation

VACANCY #: _____

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|------------------|-----------------|
| 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. |

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| 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 |

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|------------------------------|-------|
| Signature of Hiring Manager: | Date: |
|------------------------------|-------|