

INTERVIEW CHECKLIST

Applicant Name: _____

Position Interviewing For: _____

School/Dept: _____

Actions to be completed:

(Initial once complete)

Initials:

- A. Educational records reviewed : Yes_____ No_____/_____
- B. Previous experience reviewed: Yes_____ No_____/_____
- C. Professional references contacted: Yes_____ No_____/_____
- D. Last Supervisor contacted: Yes_____ No_____/_____
- E. Certification status reviewed: Yes_____ No_____/_____
- F. Interview rating sheet used: Yes_____ No_____/_____
- G. Completed employment application: Yes_____ No_____/_____

List of Candidates Interviewed:

List of Interview Committee
Members:

_____	_____
_____	_____
_____	_____
_____	_____

The Committee/Evaluator recommends the following: (check one)

_____ Superintendent to interview

_____ To Be Hired

Recommended date of employment: _____

_____ Not Hired At This Time

Check Reference/Prior Employment

Employer Name:

Comments:

1. _____

2. _____

3. _____
