

Georgia Regents University Interview and Selection Form

This Form Must Be Completed Before Employment Can Be Approved.

Position Information

Title: _____ **Department Name:** _____ **Budget Unit No:** _____ **Position No:** _____

Interviewer Information (Please print the name of each person who interviews the candidates for this position.)

Departmental Interviewer/Ext: _____

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Interview Reason Codes

1-Interviewed, better candidate chosen
 2-Interviewed, unacceptable work history or references
 3-Interviewed, applicant declined offer
 4a-Interviewed, lacked education/experience
 4b-Interviewed, withdrew

4c-Interviewed, employment test not passed
 5-Qualified, but not interview
 6a-Withdrew, accepted other position
 6b-Withdrew, terms of employment
 6c-Withdrew, no show for interview

6d-Withdrew, no show for start date
 6e-Withdrew, other
 7-Late Application
 8a-Unqualified, lack education/experience
 8b-Unqualified, applicant process incomplete

8c-Unqualified, didn't pass employment test
 8d-Former employee, not eligible for rehire
 9-Selected candidate

Interview Results

Applicant Name	Date Interviewed	Requirements Met (Yes or No)			Interview Reason Code	Comments
		Education	Position Requirements	Position Responsibilities		

Will your department notify the applicants who were interviewed but not selected or would you like HR to? _____

Applicant Selected: _____ **Expected Start Date:** _____

Signature of Departmental Official responsible for making selection _____ **Date:** _____

I attest that hiring this individual would not be in conflict with GRU's [nepotism policy](#).

For HR Generalist Use Only

Salary Offered: \$	Date Offered:	Agreed upon date to start:	Initials:
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Applicant or Employee ID: _____