

INTERVIEW CHECKLIST

Applicant Name: _____

Position Interviewing For: _____

School/Dept: _____

Actions to be completed:

Initials:

(Initial once complete)

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