



APPROVAL TO INTERVIEW FORM

Approval by the President is to be received prior to inviting applicants to campus for interview. This completed form, along with the interview questions, is to be submitted to the HR Coordinator for review and to receive approval of the President.

RECRUITMENT INFORMATION:

Date: _____

Position Title: _____ Division/Department: _____

Type Appointment: Faculty Administrative Support

Application Deadline Date: _____ or until filled

Is this a continuous recruitment? Yes No (For continuous recruitments all applicants must be reviewed until an offer is extended)

Chair of the Search Committee: _____ Campus Phone Ext: _____

REQUEST FOR INTERVIEW:

List **all applicants** selected for interview on campus. Include a comparative analysis of the finalists, including the strengths and weaknesses of each candidate as they relate to the selection criteria described in the position description and evaluations made by the committee.

Applicant's Name	Reason Selected

Authorization:

President's Signature Date