

SELECTION CRITERIA WORKSHEET

POSITION: _____

WORK UNIT: _____

COMMITTEE CHAIR: _____

DATE: _____

- 5 = Exceptional**
- 4 = Exceeds expectations**
- 3 = Meets expectations**
- 2 = Below average**
- 1 = Fair**
- 0 = Not demonstrated**

No Hire Codes: 1. Poor references 2. Applicant could not be reached for interview/job offer 3. Refused job offer 4. Accepted offer/failed to report to work 5. Withdrew application 6. Applicant w/more appropriate qualifications chosen 7. Failed to show for interview 8. Other - Explain APPLICANTS	SELECTION CRITERIA											
											TOTAL	NO HIRE CODE

*All No Hire Code 8's must be accompanied by a written explanation

PIEDMONT COMMUNITY SERVICES
 CONFIDENTIAL
 POSITION VACANCY INTERVIEW EVALUATION AND DOCUMENTATION FORM

POSITION VACANCY: _____ INTERVIEW DATE: _____ APPLICANT NAME: _____ INTERVIEWER: _____	5 = Exceptional 4 = Exceeds expectations 3 = Meets expectations 2 = Below average 1 = Fair 0 = Not demonstrated GRAND TOTAL: _____
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INTERVIEW QUESTIONS	INTERVIEWER COMMENTS	RESPONSE RATING

INTERVIEW QUESTIONS	INTERVIEWER COMMENTS	RESPONSE RATING

PIEDMONT COMMUNITY SERVICES
JOB APPLICANT REFERENCE CHECK

APPLICANT: _____

POSITION: _____

REFERENCE: _____

RELATIONSHIP TO APPLICANT: _____

PERSON CONDUCTING CHECK: _____

DATE: _____

COMMENTS:

PIEDMONT COMMUNITY SERVICES
JOB APPLICANT REFERENCE CHECK

APPLICANT: _____

POSITION: _____

REFERENCE: _____

RELATIONSHIP TO APPLICANT: _____

PERSON CONDUCTING CHECK: _____

DATE: _____

COMMENTS:

PIEDMONT COMMUNITY SERVICES
JOB APPLICANT REFERENCE CHECK

APPLICANT: _____

POSITION: _____

REFERENCE: _____

RELATIONSHIP TO APPLICANT: _____

PERSON CONDUCTING CHECK: _____

DATE: _____

COMMENTS:

PIEDMONT COMMUNITY SERVICES

Department: _____

TO: Ron Hairston Human Resources Director

FROM: _____

DATE: _____

RE: New Hire

The Interview Committee and stated managers recommend _____
for hire as a _____ (title and location). We recommend that he/she begin on
_____ (date) at a salary of \$ _____. This position is a Grade _____. He/she will
be working _____ hours per week. He/she will be working at the following location: _____.
We interviewed _____ individuals for the position and found the recommended candidate to be the most likely to
succeed. Enclosed please find all applications received, rating scales from the interview panel and other pertinent
information. Please schedule the drug screen and criminal record check at your earliest convenience and schedule
a meeting to sign the letter of hire and attached job description if you find the candidate acceptable.

The Division Director's signature indicates that he/she agrees with all information and recommendation on this form.

APPROVED DISAPPROVED

Director's Signature

Date

This section must be completed.

This employee **will** **will not** be responsible for transporting consumers.

Thanks.

8/3/06

For Human Resources purposes only: Exempt Non-Exempt

Add DMV Information Request Form here from intranet website- A.45a

