

**PENNSYLVANIA  
EMPLOYMENT INTERVIEW  
PACKAGE**

Control Number: PA-P023-PKG



U.S. Legal Forms™ thanks you for your purchase of a Specialty Forms Package. This package is an important tool for interviewing potential employees.

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### **I. FORM LIST**

With this Employment Interview Package, you will find many forms and letters that are needed for conducting interviews of potential employees.

Included in your package are the following forms:

1. Rejection Letter - Interviewed Applicants
2. Checklist of Standard and Illegal Hiring Interview Questions
3. Interview Evaluation
4. Interview Score Sheet
5. Sample Letter for Confirmation of Interview Appointment
6. Sample Letter Inviting Job Candidate back for a Second Interview
7. Sample Short Form Employment Offer

### **II. DESCRIPTIONS OF FORMS**

Brief descriptions of the forms contained in your U.S. Legal Forms™ Specialty Package are found below.

### **Rejection Letter - Interviewed Applicants**

This letter is used to inform an interviewed applicant that a job offer will not be extended.

### **Checklist of Standard and Illegal Hiring Interview Questions**

This checklist contains sample questions an interviewer might ask as well as illegal questions an interviewer may not ask.

### **Interview Evaluation**

This form is used to judge the applicant on experience, education, skills, and personality

### **Interview Score Sheet**

This form may be attached to an application and used by an interviewer to rate certain characteristics of an applicant.

### **Sample Letter for Confirmation of Interview Appointment**

This form is a sample letter in Word format that is sent to the job applicant confirming the time and place of his interview.

### **Sample Letter Inviting Job Candidate back for a Second Interview**

This form is a sample letter in Word format requesting the job applicant to come in for a second interview.

### **Sample Short Form Employment Offer**

This sample form, a Sample Short-Form Employment Offer Letter document, is usable for corporate/business matters. The language is easily adaptable to fit your circumstances. You must confirm compliance with applicable law in your state. Available in Word format.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

## **III. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

#### **IV. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

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