

VIRGINIA
EMPLOYMENT INTERVIEW
PACKAGE

Control Number: VA-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.

TABLE OF CONTENTS

- | | |
|------|------------------------------|
| I. | Form List with descriptions |
| II. | Descriptions of Forms |
| III. | Tips on Completing the Forms |
| IV. | Disclaimer |

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 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:

All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.

THESE MATERIALS ARE PROVIDED "AS IS" WITHOUT ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND INCLUDING WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OF INTELLECTUAL PROPERTY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL U.S. LEGAL FORMS, INC. OR ITS AGENTS OR OFFICERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OR PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION) ARISING OUT OF THE USE OF OR INABILITY TO USE THE MATERIALS, EVEN IF U.S. LEGAL FORMS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.