



# Interview Summary Sheet

<b>To:</b>	<b>Department:</b>
<b>Job Family:</b>	<b>Job ID:</b>
<b>Job Title:</b>	<b>Functional Title:</b>
<b>Department Notification Date:</b>	<input type="checkbox"/> <b>Candidate Selected</b> <input type="checkbox"/> <b>No Candidate Selected/ Re-open Requisition</b>

The following candidates have been evaluated and identified as most closely meeting the requirements based on the criteria developed by the hiring department for the requisition. Additionally, ND Vets/Disabled Preference were considered where appropriate. **Please complete all fields listed below and explain your reasons for selection and non-selection based on the criteria established on the requisition. If multiple candidates are recommended for hire, rank your 1st, 2nd, and 3rd choice.**

Initial Rank	Candidate Name	Interview Phone/ Campus	Justification	Selection Status
1.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
2.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
3.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
4.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
5.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
6.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____

Approver: \_\_\_\_\_  
 Approver: \_\_\_\_\_  
 Approver: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_



# Interview Summary Sheet Continued

Initial Rank	Candidate Name	Interview Date	Justification	Selection Status
7.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
8.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
9.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
10.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
11.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
12.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
13.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
14.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
15.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____
16.				<input type="checkbox"/> Non-Hire <input type="checkbox"/> Hire Rank: ____