



# 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 Preference was 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 Format & Date	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: ____