

INTERVIEW SUMMARY SHEET

JOB TITLE:

JOB ID:

COMPLETED BY:

DATE:

Please complete all fields listed below for the candidates that have been shared with you and explain your reasons for selection and non-selection based on the criteria established on the requisition. This should be a sentence or two related to the position, the candidate's skills, qualifications and/or experience, and how it aligns or not with the position to include competencies, minimum requirements, and preferred qualifications. Justifications should be unique to each person in that they do not compare the candidates, we also want to make sure to avoid using subjective language such as the word 'fit'. If multiple candidates are recommended for hire, rank your 1st, 2nd, and 3rd choice.

	NAME	INTERVIEW DATE	INTERVIEW MODE	JUSTIFICATION	HIRE	RANK	REMOTE LOCATION
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Hiring Authority Signature: _____ Date: _____

If you will be hiring a remote employee, please initiate the remote worksite agreement process. Instructions can be found [here](#).

	NAME	INTERVIEW DATE	INTERVIEW MODE	JUSTIFICATION	HIRE	RANK	REMOTE LOCATION
8.							
9.							
10.							
11.							
12.							
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19.							