Confidential Interview Report

Position: _________________________        REQ #
Department: _________________________        Chair/Supv: ____________
Name of Applicant: ________________________        Referral Date: ________

Check applicable comments. Please be Specific

____ 1. Was applicant interviewed?   Yes ______    No ______

____ 2. Unfavorable interview (explain under remarks)

____ 3. Lack of necessary job-related experience

____ 4. Lack of necessary technical ability

____ 5. Interpersonal skills not suited to position

____ 6. Cannot meet specific job requirements
       (License, work schedule, transportation, etc. – explain under remarks)

____ 7. Inadequate education

____ 8. Unsatisfactory employment history

____ 9. Applicant withdrew (explain under remarks)

____ 10. Salary required by applicant too great

____ 11. Applicant rejected offer of employment

____ 12. Other

____ 13. Applicant accepter offer of employment.        Hire Date: ____________

Remarks: __________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Please return completed form to the Office of CGU Human Resources