

UCAR INTERVIEW DOCUMENTATION

Job # **Position Title** **Today's Date** (mm/dd/yy)

Interview Process UCAR is required to document the search and selection process for filling vacant positions. Please check the appropriate box to indicate the type of process.

STEP 1: Date of Process **Type of Process:** (check one) Phone interview Panel interview

Interviewer(s) Name(s):

Candidate Name	Rating *	Notes <small>(Exp: Strong C++, but no UNIX; no spreadsheet experience; weak data analysis background; poor verbal communication skills)</small>

* Rating based on your assessment of candidate skills where: 1 = Excellent 2 = Acceptable 3 = Unacceptable

STEP 2: Date of Process **Type of Process:** (check one) Phone interview Panel interview

Interviewer(s) Name(s):

Candidate Name	Rating *	Notes

Please insert additional steps and associated information, if applicable.

STEP 3: List name of successful candidate*: **Show tentative start date here:**

Additional Information

- Relocation required for selected candidate(s)? No Yes
- Visa required for selected candidate(s)? No Yes
- Offer Letter to be completed by: Div/Program Human Resources
- Regret notification (no offer) to be completed by: Div/Program Human Resources
- Did any candidate decline or fail to show up for an interview? No Yes

UCAR INTERVIEW DOCUMENTATION

Hiring Recommendation

Based upon the preceding documentation we wish to make the following job offer:

Candidate Name

Start Date Pay \$ per Annual \$
(hourly for non-exempt, monthly for exempt)

If this candidate declines the position, we would like to offer the job to:

Candidate Name

Start Date Pay \$ per Annual \$
(hourly for non-exempt, monthly for exempt)

Required Signatures:

_____/ Date _____/ Date
Hiring Supervisor Signature Lab-Division/Program Director Signature

_____/ Date _____/ Date
*Division/Program Administrator Signature *Division/Program Director Signature

*not required

Additional Information

STEP 4: *After you have obtained approval signatures, please scan the completed and signed form into a .pdf format and email it to your HR Generalist.

Attach your interview notes/documentation and completed reference checks to the candidate profile of the successful candidate listed above.

HR will notify you when you can make a verbal job offer (usually within 24 hours).