



Human Resource Services  
**Classified Interview Team Report  
 and Recommendation**

**VACANCY #:** \_\_\_\_\_

Hiring Manager:	Interview Site:	
Position:	Interview Date:	
<b>PLEASE PRINT INTERVIEW TEAM MEMBERS</b>	<b>GENDER</b>	<b>ETHNICITY</b>
Name: _____ (Classified Member)	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
<b>LIST CANDIDATES REFERRED BY HR WITH STATUS, I.E, NO SHOW, DECLINED INTERVIEW, ETC.</b>		
<b>CONFIDENTIALITY AGREEMENT</b>		
<p>The purpose of this interview team is to provide a professional, equitable, and unbiased hiring and promotional process. The integrity of this team must be based on the highest ethical standards of the education profession. Interview team members agree not to contact references of candidates nor discuss candidates with others. By signing this document, interview team members agree to adhere to strict confidentiality with regard to the interview process which includes names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions.</p>		
<b>INTERVIEW TEAM RECOMMENDATION</b>		
First candidate recommended for hire:		
Second candidate recommended for hire (if first candidate does not accept position):		
<b>NOTIFICATION OF <u>SELECTED CANDIDATE</u>—HUMAN RESOURCE SERVICES ONLY</b> <b>NOTIFICATION OF <u>NON-SELECTED CANDIDATES</u>—HUMAN RESOURCE SERVICES</b>		
Signature of Hiring Manager:	Date:	