



INTERVIEW RECORD

NAME: _____

DATE: _____

POSITION: _____

INTERVIEWER'S REMARKS

INTERVIEWER'S NAME: _____

DATE: _____

MAKE OFFER: YES NO WAIT
 ADDITIONAL INTERVIEW

AMOUNT: _____

EFFECTIVE DATE: _____

VP APPROVAL: _____

DATE: _____

HUMAN RESOURCE USE ONLY

REFERENCES CHECKED: YES NO

DATE: _____

OFFER MADE: _____

DATE: _____

OFFER ACCEPTED: YES NO

DATE: _____

REASON FOR DECLINE: _____

REPORT DATE: _____

REPORT TIME: _____