



Applicant Review Form

APPLICANT'S NAME: _____

POSITION APPLIED FOR: _____ DEPARTMENT: _____

PART I: DEPARTMENTAL INTERVIEW (To be completed by staff member conducting the departmental interview. Please comment on each item, as appropriate.)

Clear communication? Yes No

Experience relevant for position? Yes No

Attitude toward persons with disabilities consistent with Chimes philosophy? Yes No

Strengths:

Weaknesses:

Why is the applicant interested in this position?

Interviewed By: _____
Name/Title/Date

PART II: DEPARTMENTAL HEAD RECOMMENDATION

I recommend that this applicant be hired for the position of _____
in _____ (department and/or facility).

Starting Salary: _____ Classification: _____ Waiver requested Yes _____ No _____
Type: _____
Approved: _____

Proposed Starting Date: _____ Proposed Orientation Date: _____
(Discussed during interview) (Discussed during interview)

Supervisor Name: _____ Email address: _____

I do not recommend that this applicant be hired for the above mentioned position. However s/he is a strong candidate and should be considered for future Chimes position openings. (Please explain.)

I do not recommend that this applicant be hired for the above mentioned position. (Please explain.)

Name/Title _____ Name/Title _____

Name/Title _____ Name/Title _____

Reviewed and Signed by Dept. Head: _____ Date: _____

(Forward this form, along with entire application packet, to the Director of Human Resources.)

PART III - DEPARTMENT OF HUMAN RESOURCE MANAGEMENT ACTION & REVIEW

Name of person who notified the applicant: _____ Date: _____

Method used to notify applicant (phone call, letter, visit): _____

Position accepted? (If no, describe reasons.) _____ Yes _____ No

Position Number: _____ Date Appointment Letter will be sent: _____

Orientation Date: _____ Starting Date: _____

This recommendation has been reviewed by _____, Department of Human
Resource Management on _____ (Name & Position)

(Date)

PART IV - FINAL APPROVAL

Employment Approved By: _____ Date: _____
(Personnel Officer or designee)

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