## WASHOE COUNTY SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES

# PLEASE RETURN THIS FORM TO HUMAN RESOURCES

## **INTERVIEW REPORT FORM**

PCO#

Hiring Administrators must complete this form for all positions being submitted to Human Resources.

Job Title:						
School/Department:				Job Type	2:	
Name of Applicant Selected:						
Applica	nt Status:	If Transfe	r, current location:			
Please list job-related criteria u to screen applicants						
Date of Interviews:		Screening Date				
Name(s) of Interviev (a minimum of 3 inter required)	/Department:  Job Type:    of Applicant edit					
Name:	Re	ason for Non-Selection:				
Applicant S	atus:	If Transfer, current location:				
Name:	Re	ason for Non-Selection:				
Applicant S	atus:	If Transfer, current location:				
Name:	Re	ason for Non-Selection:				
Applicant S	atus:	If Transfer, current location:				
Name:	Re	ason for Non-Selection:				
Applicant S	atus:	If Transfer, current location:				
Name:	Re	ason for Non-Selection:				
Applicant S	atus:	If Transfer, current location:				
Comments:						
Hiring Administrato	r's Name:				Date:	

## WASHOE COUNTY SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES

PCO#

#### Interviews

Composite Ranking Sheet for Committee Chair

Committee Chair's Name	Date	
Job Title	School/Dept.	
Directions for Selection Committee Chair:		
1. Based on the <b>OVERALL</b> assessment, please rank the applicants interviewe	ed.	

- 2. No ties are allowed.
- 3. Assign a RANK of 1 to the applicant you consider most qualified. Assign a RANK of 2 to the next highest and so on through all of your applicants.

Rank #1 Rank #2 Rank #3 Rank #4...

4. The Selection Committee Chair will list the names of the applicants interviewed from each committee member on the table below to show the final ranking of the applicants by the committee. (*Please refer to the committee member ranking sheets*).

Committee Members Initials:							Total Rank Points	Final Rank
Applicants	Rank	Rank	Rank	Rank	Rank	Rank		

**Committee Chair Signature**