

ASU STAFF & FACULTY INTERVIEW SUMMARY FORM

Interviewing and Hiring Procedure:

1. Prior to conducting interviews, complete the Qualification Checklist, and compare each applicant's qualifications to the checklist.
2. Applicants interviewed must meet the minimum stated qualifications.
3. A minimum of three (3) qualified candidates should be interviewed.
4. All applicants interviewed must be recapped on the *ASU Staff and Faculty Interviewing Form*. Use more forms as needed.
5. After completion of interviews, the following should be completed: *The Questions for Request to Advertise Jobs and Request to Hire Applicants form, and Hiring Proposal*. The completed *ASU Staff and Faculty Interviewing Form and the Questions for Request to Advertise Jobs and Request to Hire Applicants form* must be forwarded to the Office of Human Resources to ensure compliance with state guidelines and EEO/AA goals.
6. Staff Offer Letters: Once the Hiring proposal with the required signatures is submitted and the Critical Hire Team approves the selected hiring proposal, formal job offers for all staff positions will be sent from the Office of Human Resources.
7. Faculty Offer Letters: Once the Hiring proposal with the required signatures is submitted and the Critical Hire Team approves the selected hiring proposal, formal job offers for all faculty positions will be sent from the Provost and Dean of College.

Job Number:	Department Name:	Today's Date:
Position Title:		Position #:
Proposed Salary	Interviewers Names:	
Applicant's Name	Date/Time of Interview	Comments by Interviewer(s)
Applicant selected for this position:		
Justification for selecting this individual:		
Second Choice Selection:		Third Choice Selection:
Interviewer's Signature	Division Head's Signature	HR Signature