

WNMU INTERVIEW REQUEST FORM

Department: _____

Position: _____

Contact Person (ex: Committee Chair)/Hiring Authority: _____ **Ext.** _____

Hiring Supervisor Approval _____ **Date:** _____

Vice President Approval (appropriate VP) _____ **Date:** _____
 (only required if position is Exempt)

The following candidates have been selected for interview:

Please check the items you would like to include in the interview process: (Non Exempt employees do not require a search committee. Human Resources schedules interviews as soon as possible but no later than one (1) week for candidates in the Silver City and surrounding area or no later than two (2) weeks for candidates outside Silver City and surrounding area. This time frame obtains the best airfare rates and gives HR adequate time to communicate with all parties about the interview process.)

	Name of Interviewer (if applicable)	Location of Interview	How Long (i.e. 1/2 hr., 1 hr., etc.)
Entrance Interview w/HR (Required)	Charlene Ashburn or Designee	JCB 110	30 min.
Hiring Supervisor			
Search Committee (if applicable)			
Vice President			
President			
Open Forum (staff, faculty & students)			
Lunch (approved by Human Resources)			
Campus Tour			
Other (specify)			
Exit Interview with AA/EEO (Required)	Kelley Riddle	JCB	15 min.

The hiring supervisor is available the following dates and times:

Date:	Time (i.e. 9:00 a.m. – 3:00 p.m.)

Additional Comments:

The screening/search committee is available the following dates and times:

Date:	Time (i.e. 9:00 a.m. – 3:00 p.m.)