

WNMU Phone Interview Request Form

Position: _____

Hiring Supervisor: _____

Others to be present during phone interviews as observers only:

_____	_____
_____	_____
_____	_____

Choose One:

Candidates will call Hiring Supervisor Hiring Supervisor will call candidates

Phone Number to be given to candidate: _____

Estimated Length of Interviews: _____

Dates Available:

Times Available:

_____	_____
_____	_____
_____	_____

Candidates Selected for Phone Interviews (top 3-5 on evaluation grid)

_____	_____
_____	_____
_____	_____

Phone Interviews will not be set up until the items below have been received by HR.

Human Resources Use Only

Interview Questions Submitted & Approved

Evaluation Grids Complete & Submitted

Reference Checks Complete & Submitted