SAN BENITO CISD
INTERVIEW CHECKLIST

Date_____**CAMPUS/DEPARTMENT**_____

Position_____ **Interview Committee Chairperson**_____

CERTIFIED OR CLASSIFIED_____ **BEGINNING TIME**_____ **ENDING TIME**_____

COMMITTEE MEMBERS (NAME AND TITLE –AT LEAST 3 COMMITTEE MEMBERS)

_____

_____

_____

_____

_____

_____

INTERVIEW CHECKLIST

1. _____ **Job Description (with list of prerequisites; check that the applicant meets all prerequisites before interviewing them)**

2. _____**Sign-in sheet (all committee members must sign above)**

3. _____**List of Candidates and time of interview**

4. _____**Interview Questions (one per committee member; be sure you have the position, title, date, and a section for the committee member to sign)**

5. _____**Procedures for Interviewing Candidates**

6. _____ **Master Tally Sheet (date and sign the interviews)**

7. _____ **Questions (one per committee member, date and sign after interview)**

8. _____**Completed recommendation form will be forwarded to Human Resources. The recommendation form must include two telephone references; The telephone references must be done by an administrator.**