

# Human Resources Interview/New Hire Recommendation

Position Title: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

**Applicants Interviewed:**

**Scores:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Applicant Selected:** \_\_\_\_\_

**Requested Pay Rate/Grade & Step:** \_\_\_\_\_

**Requested Orientation Date:** \_\_\_\_\_

**Hiring Authority:** \_\_\_\_\_

**Signature**

**Printed Name**

**Date**

**Human Resources:** \_\_\_\_\_

**Signature**

**Printed Name**

**Date**

**Comments:**

Please complete and return this form to Human Resources along with the following items:

**Applications**  
**Interview questions**

**Application Screening Tool**  
**Completed scoring matrixes**