Potential Applicant & Interview Chart

Date completed application received	Applicant Name	Gender	Race/Ethnicity	Highest Degree Awarded	Transcripts (Yes/No)	Reference Letters (Yes/No)	Met minimum job qualifications (Yes/No)	Failed to respond to contact (Yes/No)	Declined Interview (Yes/No)	Interview (Phone or Campus) For Civil Service, note date & time.	Reason for Non-Selection