



VACANCY SCREENING/INTERVIEW SUMMARY

SCHOOL/BUILDING _____ POSITION _____

JOB CODE _____ DATE POSTED _____ DATE CLOSED _____

A. TOTAL NUMBER OF APPLICANTS _____

B. NUMBER OF APPLICANTS SCREENED _____

C. SCREENING COMMITTEE

_____	_____	_____
_____	_____	_____
_____	_____	_____

D. INTERVIEW COMMITTEE

_____	_____	_____
_____	_____	_____
_____	_____	_____

E. APPLICANTS SELECTED FOR INTERVIEW

_____	_____	_____
_____	_____	_____
_____	_____	_____

F. DATE OF INTERVIEWS _____

G. ATTACH copy of interview questions.

SUBMITTED BY: _____

Administrator

_____ Date