



Medical College of Georgia Interview and Selection Form (ISF)

This Form Must Be Completed Before Employment Can Be Approved

Position Information

Title: _____ **Department Name:** _____ **Budget Unit No.** _____ **Position No:** _____

Position Posted: Regular Posting QIC (Qualified Internal Candidate – posted internally for 3 days)

Interviewer Information (Please Print)

Please list each person who interviews candidates for position.

Departmental Interviewer(s) / Ext: _____

Interview Reason Codes

- | | | |
|---|---|----------------------------|
| 1. Interviewed, better candidate chosen | 4. Interviewed, found to be unqualified | 7. Late Application |
| 2. Interviewed, unacceptable work history or references | 5. Qualified but not interviewed | 8. Applicant not qualified |
| 3. Interviewed, applicant declined offer | 6. Applicant withdrew from applicant pool | 9. Selected Applicant |

Interview Results (Please Print)

Applicant Name	Date Interviewed	Requirements Met (yes / no)			Interview Reason Codes	Comments
		Education	Position Requirements	Position Responsibilities		

Would your department prefer to send the letters to/make contact with applicants not selected or would you like HR to take care of this? _____

Applicant Selected: _____ **Expected Start Date:** _____

Signature of Departmental Official responsible for making selection Date

HR/Recruiters Only

Salary Offered: \$	Date Offered:	Agreed upon date to start:	Initials:
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