HOURLY RECRUITMENT SUMMARY FORM

During the interview process, please be sure to fill out this form. Once a person has been selected, complete the rest of the form and return it to Room 213A.

Hourly Position # _____ Classification Title _____

Incumbent _____ Department _____

Supervisor's Name _____

Applicant	Date Interviewed	Notes

Applicant Selected _____ Date Hired _____

University ID# _____ Beginning Date _____

Reasons why you selected this person _____

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