



Interview Summary Sheet

To:	Department:
Job Family:	Job ID:
Job Title:	
Department Notification Date:	<input type="checkbox"/> Candidate Selected <input type="checkbox"/> No Candidate Selected/ Re-open Requisition

The following candidates have been evaluated and identified as most closely meeting the requirements based on the criteria developed by the hiring department for the requisition. Additionally, ND Vets Preference was considered where appropriate. **Please complete all fields listed below and explain your reasons for selection and non-selection based on the criteria established on the requisition. If multiple candidates are recommended for hire, rank your 1st, 2nd, and 3rd choice.**

Initial Rank	Candidate Name	Interview Date	Justification	Selection Status
1.				Non-Hire Hire Rank: _____ Remote Hire
2.				Non-Hire Hire Rank: _____ Remote Hire
3.				Non-Hire Hire Rank: _____ Remote Hire
4.				Non-Hire Hire Rank: _____ Remote Hire
5.				Non-Hire Hire Rank: _____ Remote Hire
6.				Non-Hire Hire Rank: _____ Remote Hire

Hiring Authority Signature: _____ Date: _____



Interview Summary Sheet Continued

Initial Rank	Candidate Name	Interview Date	Justification	Selection Status
7.				Non-Hire Hire Rank:_____ Remote Hire
8.				Non-Hire Hire Rank:_____ Remote Hire
9.				Non-Hire Hire Rank:_____ Remote Hire
10.				Non-Hire Hire Rank:_____ Remote Hire
11.				Non-Hire Hire Rank:_____ Remote Hire
12.				Non-Hire Hire Rank:_____ Remote Hire
13.				Non-Hire Hire Rank:_____ Remote Hire
14.				Non-Hire Hire Rank:_____ Remote Hire
15.				Non-Hire Hire Rank:_____ Remote Hire
16.				Non-Hire Hire Rank:_____ Remote Hire