**INTERVIEW LIST**

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| **POSITION AND INTERVIEW INFORMATION** | |
| Date: |  |
| Budget Position Number: |  |
| UW System Title: |  |
| Modality: |  |
| Interview Stage: |  |
|  | |
| **ALPHABETICAL LIST OF CANDIDATES RECOMMENDED FOR INTERVIEW** | |
| 1. Provide an alphabetical listing of ALL applicants being considered for interview (new form submitted for each interview stage).  2. Provide specific rationale for each person’s selection (credentials, experience, licensure, certification, work product, specialized skills, professional recognition, etc.).  3. Reference checks may be completed before or after interviews, at the discretion of the search chair. | |
| **NAME** | **RATIONALE** |
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| **AUTHORIZATION** | |
| By authorizing this recruitment, I attest that I have reviewed applicant qualifications and that every applicant meets minimum qualifications, are qualified for the position, and the list includes diverse applicants ensuring a well-rounded group of interviewees. I agree that this recruitment is in compliance with UW-Green Bay hiring policies and procedures. | |
| **ROUTING** | |
| 1. Recruitment Chair sends form electronically to designated approver (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) 2. Designated Approver sends an email indicating approval to Recruitment Chair (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) | |
| *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* | |