



**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