**INTERVIEW GUIDE**

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| --- | --- |
| To: | Click here to enter text. |
| From: | Human Resource Management |
| Interview Date & Time: | Click here to enter a date. at Click here to enter time. Choose an item. |

You are applying for a position as a/an Click here to enter text. in the following department:

|  |  |
| --- | --- |
| Department: | Click here to enter text. |
| Location: | Click here to enter text. |
| Supervisor: | Click here to enter text. |

Upon completion of your interview, please check the appropriate box and return this form to Human Resource Management, Cleveland Hall 403.

***All applicants are subject to a pre-employment background investigation.***

|  |  |
| --- | --- |
| [ ]  | I AM INTERESTED IN THIS POSITION. |
| [ ]  | I AM NOT INTERESTED IN THIS POSITION. |

Applicant’s signature:

**For Human Resource Management Use Only**

Upon speaking with the interviewing department supervisor, he/she indicated:

[ ]  I would like this applicant hired for my department effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initiate background investigation request (not currently employed at Buffalo State):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior state service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  I consider the applicant suitable for the position, however I would like to interview other eligible candidates prior to making a decision.

[ ]  This applicant is not suitable for my office. Please arrange additional interviews.