

# *Interview Checklist*

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*Position Applied For:*

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*Location/School:*

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*Date of Interviews:*

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*Applicants that  
Interviewed:*

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*Successful Candidate:*

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*Reference Checks Attached:*

Yes

No

*Interview Summaries Attached:*

Yes

No

*Disposal Date:*

*(One (1) year from Interview date)*

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*Signature:*

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