



**RANDOLPH COMMUNITY COLLEGE**  
**INTERVIEW SUMMARY**  
*(to be completed by Committee Chairperson)*

HIRING MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

POSITION VACANCY TITLE (official title as it will appear on contract)  
\_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT EACH CANDIDATE INTERVIEWED:

**FIRST ROUND:**

NAME \_\_\_\_\_ DATE OF INTERVIEW \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF INTERVIEW \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF INTERVIEW \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF INTERVIEW \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF INTERVIEW \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF INTERVIEW \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF INTERVIEW \_\_\_\_\_

***Request UA Form from appropriate Data Owner for computer access before the second interviews begin.***

**RECOMMENDED FOR SECOND INTERVIEW (PLEASE DO NOT RANK):**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

***Hiring Manager: Please submit this form and all other candidate applications, etc., Interview Questions/Candidate Information forms and Applicant Summary to Human Resources as soon as interviews are complete. Recommendations will be submitted to appropriate Vice President through NEOGOV once all information is received in Human Resources.***