Following completion of the interview process, complete this form in its entirety, and schedule a time to meet with the Director to discuss your hiring recommendation. Be prepared to discuss any concerns with either the background checks and/or reference checks that have been completed on the top candidates.

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| **Position** | **Division** | **Bureau** | **Vacancy Date** | **NEOGOV Closed** | **# Certified (DAS)** | **# Screened for Interview** | **#****Interviewed** |
|       |       |       |       |       |     |     |     |

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| **Interviewees** |
|       |       |       |       |       |
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| **Rank** | **Name** | **Summary** | **Licensure Check** | **Background Check** | **Reference Checks** | **Adv Apt****Requested** |
| #1 |       |       |  |  |  |  |
| #2 |       |       |  |  |  |  |
| #3 |       |       |  |  |  |  |
| #4 |       |       |  |  |  |  |

**The Director will provide final approval to make an offer to a candidate.**