



**RECORD OF SCHEDULED INTERVIEWS**

**Note to Hiring Manager:** Please complete all sections on this form and return it to the Office of Human Resources with the Affirmative Action Recruitment & Selection Report (AARSR) to become part of the permanent record on the recruitment for this position.

Position Title: \_\_\_\_\_ Position Number: \_\_\_\_\_

Chair of Search Committee: \_\_\_\_\_

Name of Search Committee Members: \_\_\_\_\_

How much time did you allow for each interview? \_\_\_\_\_

Were there any special arrangements/requirements (i.e., bring a portfolio, writing sample, etc.?)  
**If yes, please explain:**

Below please list the applicants **who were scheduled to be interviewed**. Under disposition, indicate when an applicant asked to be withdrawn from consideration when called to be scheduled, cancelled their appointment, did not show up for the interview, or asked to be withdrawn from consideration after their interview.

Name	Date	Time	Interview Location (Room #/Building/ Campus)	Disposition