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| **Interview & Response Form** | **Date:** |  |

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| **Interviewer:** |  | **Position #** |  | **Candidate:** |  |

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| Recommended | Candidate meets all qualifications for the posted position. Candidate demonstrated in the interview a solid base of knowledge & skills necessary to meet the key responsibilities of the vacant position. |
| Not Recommended | Candidate does not meet all qualifications for the posted position. *(Details of those specific qualifications the candidate lacked are outlined in the hiring manager’s recommendation memo.)* |

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| **Question Number** | **INTERVIEW QUESTIONS and/or INTERVIEWER NOTES ON RESPONSES** |
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