

INTERVIEW REQUEST

Interview Request
Indiana University - Academic Positions

Attributes marked with a * are required fields.

Department* : 4
Title* : 5
Acct./Position#* : 7

OAA* : 1
Campus* : 2
School / RC* : 3

Salary Grade* : 6
Appointment Status* : 8

List of top-ranked candidates with an indication of those to be interviewed.

Name	Application	Request Interview
1: 9	10	<input checked="" type="radio"/> Yes <input type="radio"/> No 11
2:		<input type="radio"/> Yes <input type="radio"/> No
3: 12	13	<input type="radio"/> Yes <input checked="" type="radio"/> No 14
4:		<input type="radio"/> Yes <input type="radio"/> No
5:		<input type="radio"/> Yes <input type="radio"/> No
6:		<input type="radio"/> Yes <input type="radio"/> No
7:		<input type="radio"/> Yes <input type="radio"/> No
8:		<input type="radio"/> Yes <input type="radio"/> No

Total Applicants* 15
(Entered by the interviewing department):

Total AMFs Received

1] OAA | use the OAA generated on the VACANCY NOTICE; if in doubt, please check with Academic Affairs

2] Campus | select (SB) South Bend from the drop down menu

3] School / RC | select the appropriate school from the drop down menu

4] Department | use official department name only

5] Title | use existing or newly approved position title from VACANCY NOTICE

6] Salary Grade | from VACANCY NOTICE

7] Acct./Position | from VACANCY NOTICE

8] Appointment Status | use dropdown menu

Repeat 9-11 for all candidates for whom you are requesting interviews (phone or in-person)

9] Name 1 | Top candidates (SHORT LIST) will be noted prior to candidates on the LONG LIST

10] Application Date | Date received completed application

11] Request Interview | Default is NO; Select YES radio button to interview

Repeat 12-14 for all candidates for whom you are not requesting interviews; but should be kept on the LONG LIST

12] Name 1 | Top candidates (SHORT LIST) will be noted prior to candidates on the LONG LIST

13] Application Date | Date received completed application

14] Request Interview | Default is NO

15] Total Applicants | total number of applications received

Comments	16
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The following section to be filled in by the Office of Affirmative Action.

	White	Black	Hispanic	Asian	Native American	Hawaiian Pacific Islands	Multiple Ethnicities
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sex Not Given	<input type="text"/>
Race Not Given	<input type="text"/>

Set annotation:

Create Note			
Author	Date	Note	Action
Sheppard, Teresa Lynn	06/03/2015	<div style="background-color: #9966CC; color: white; padding: 5px; font-size: 24px; font-weight: bold;">17</div> <div style="font-size: 10px; margin-top: 5px;">Attachment: <input type="button" value="Browse..."/> No file selected.</div>	<input type="button" value="save"/>

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16] Comments | The Box will expand | Use the following

Phone Interviews | The top candidates will be selected for a phone interview [those indicated as YES in the Interview Section]. In the event that some of the Short List candidates are not selected for a Campus Interview, and others from the Long List are selected to be interviewed by phone, please indicate this in the COMMENTS. [Reasoning] This will eliminate the need to create a second INTERVIEW REQUEST [requesting the Long List candidates be interviewed].

Campus Interviews | Specify that if the candidates [Short/Long List] after the phone interview are successful, they will be granted a campus interview. [Reasoning] This will eliminate the need to create a second INTERVIEW REQUEST .

17] Notes [the Note box will expand] | Specify items such as the following |

- List any applicants which may have withdrawn from the applicant pool
- Attach required files, such as candidate rubric, ranking, and rationale will be attached (1 file per note). Click SAVE when done.
- Documentation that the department feels is necessary will be included in the NOTE box.
- If necessary, attach required files by clicking on the **BROWSE** button below the NOTES box [such as candidate rubric, ranking, and rationale will be attached (1 file per note)].
- Documentation that the department feels is necessary will be included in the Note box.
- Click **SAVE** when done.

18] Submit / Save / Cancel | Select SUBMIT to finalize the request | Select SAVE to save the request and return at a later time | select CANCEL to cancel the Interview Request