

**INTERVIEW REQUEST
FORM**

JOB TITLE	
LOCATION OF JOB	
PLACE OF INTERVIEW	
DATE OF INTERVIEW	
TIMES OF INTERVIEW	First Interview (Time): Last Interview (Time):
HOW LONG WILL EACH INTERVIEW LAST?	
IS THERE A SMALL BREAK TO BE SCHEDULED IN BETWEEN INTERVIEWS?	YES How Long: NO
TOTAL NUMBER OF CANDIDATES TO BE INTERVIEWED	
NAMES OF INTERVIEW PANEL	
REQUEST REFERENCE BEFORE OR AFTER INTERVIEW	BEFORE AFTER (Please indicate)

NOT SELECTED FOR INTERVIEW

A	Education qualification does not meet job requirements
B	Lack of appropriate job experience (type/quality)
C	Poorly completed application form, insufficient details on application form
D	Other – specify