



Life University Candidate Interview EEO Log

Job Title/Department: _____

Supervisor: _____

Name of Candidate Hired: _____

*This section to be completed by Human Resources

INTERNAL LIFE CANDIDATES:

Date of Interview	Name	Disposition	Test	Race	Sex	References Checked (Y/N)	Notified Candidate of Decision (Date)	Source
	1.							
	2.							
	3.							
	4.							

*This section to be completed by Human Resources

EXTERNAL CANDIDATES:

Date of Interview	Name	Disposition	Test	Race	Sex	References Checked (Y/N)	Notified Candidate of Decision (Date)	Source
	1.							
	2.							
	3.							
	4.							
	5.							

Disposition Codes:

1. Does not meet requirements
2. More suitable candidate offered job
3. Offer declined
4. Offer accepted
5. Withdrew
6. No show
7. Position not filled

Source Codes:

1. Internal Response
2. Web Site
3. Newspaper
4. Rehire
5. Life University Transfer
6. Employee referral
7. Job Service
8. Area School
9. Temporary
10. Other _____

Test Codes:

1. Typing
2. Data Entry
3. Clerical
4. Other
5. No test

Race Codes

- B-Black/African American
- A-Asian/Pacific Islander
- I-American Indian/Alaskan Native
- H-Hispanic
- W-White (non-Hispanic)

Please use reverse side if you run out of space