



MEMORANDUM

TO: HIRING COMMITTEE

FROM: HUMAN RESOURCES

Attached please find the following documents:

____ Resumes/Applications

____ Interview Guidelines

____ Interview Evaluation

____ Interview EEO Log

Please review these documents before you start the interview process. If you have any questions please call the Human Resources office at ext. 2930.

Return all documents to the Human Resources office once all interviews have been conducted. It is important that the applicant evaluation and the EEO log are filled out completely.