

# CANDIDATE INTERVIEW EEO LOG



Job Title/Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Name of Candidate Hired: \_\_\_\_\_

## INTERNAL LIFE CANDIDATES

*\*This section to be completed by Human Resources*

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

## EXTERNAL CANDIDATES

*\*This section to be completed by Human Resources*

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

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

### 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