

River Valley Child Development Services

Interview Check-Off for External Applicants



Applicant Name: _____ **Date Completed:** _____

Position Title: _____ **Program:** _____

Interviewers: _____ **Hiring Director:** _____

Hiring Director: This form is to be completed for every external applicant that at least has a phone interview. This form is to be submitted to Human Resources with the required attached documentation. If an item or section is not applicable, please mark as N/A. Please indicate that you have provided the following information to each in-person applicant. If in-person interview was not conducted, leave blank.

- Position Job Description**
 Position Salary Range
 RVCDS Mission/Vision
 RVCDS Benefit Summary
 Notification of Background Checks

<i>Items must be in either Paycom (preferred) or attached to this packet</i>	Date Submitted	Paycom or Attached to Interview Packet	Notes
Resume		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	
Employment Application (complete & signed)		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	
Proof of Education		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	
Professional Letter of Reference 1 <small>Applicable to all positions</small>		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	
Professional Letter of Reference 2 <small>Applicable to all positions</small>		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	
Professional Letter of Reference 3 <small>Applicable to Director positions</small>		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	

<i>Must be attached to this packet</i>	Date Completed	Completed or Reviewed By	Notes
Telephone Interview Questions			
In-person Interview Questions			
Interview Project			
Interview Rating Form			
<input type="checkbox"/> Recommend applicant for hire <input type="checkbox"/> New Hire Request Form attached	Submit complete interview check-off packet and documentation to Human Resources. Wait for approval from agency before making job offer.		
<input type="checkbox"/> Do not recommend applicant for hire	Submit complete interview check-off packet and documentation to Human Resources. HR will send notification to applicant.		

Hiring Director Signature

Date