



River Valley Child Development Services Interview Check-Off for Internal Applicants

Applicant Name: _____

Date Completed: _____

Position Title: _____

Program: _____

Interviewers: _____

Hiring Director: _____

Hiring Director: This form is to be completed for every internal applicant that is interviewed. 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

<i>Items must be in either Paycom (preferred) or attached to this packet</i>	Date Submitted	Paycom or Attached to	Notes
		Interview Packet	
Resume		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	
Internal Employment Application (complete & signed)		<input type="checkbox"/> Paycom <input type="checkbox"/> Attached	
Approved Notice of Intent to Apply Form		<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 (optional for applicants outside of the hiring program)			
In-person Interview Questions			
Interview Project			
Interview Rating Form			

<input type="checkbox"/> Recommend applicant for transfer <input type="checkbox"/> Transfer 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 <input type="checkbox"/> Disposition Reason selected in Paycom	Submit complete interview check-off packet and documentation to Human Resources. Applicant will be notified in-person either by the Program Director (for applicants interviewing within the same program they work) or HR (for applicant interview outside the program they work) **Please ensure that you have selected a Disposition Reason In Paycom**

Hiring Director Signature

Date