



University of South Carolina Applicant Interview Report

Complete on all
applicants
interviewed and
return with
applications.

Applicant: _____

Position Title: _____ Grade: _____

Department: _____

Interviewer: _____ Date Interviewed: _____

Was applicant hired? Yes (state reasons)

(For USC transfers, complete next page of form)

No. Check the reason(s) and explain in the space provided below.

- 1. Unsatisfactory work history.
- 2. Unfavorable interview.
- 3. Poor references received.
- 4. Accepted other employment.
- 5. Unable to contact.
- 6. Did not keep scheduled appointment.
- 7. Lacked preferred work experience.
- 8. Lacked preferred educational requirement.
- 9. Qualifications not competitive with other applicants.
- 10. Applicant declined offer (attach offer letter).
- 11. Unable to meet salary requirements.
- 12. Other reason (please explain).

Explanation/Comments:

Hiring official (use blue ink to sign original)

Date

Please retain a copy of this report for your files.

If the person hired is a current USC employee, please complete the following and return it to the Employment Office along with the Request for Transfer (Form P-15).

Effective Date of Hire _____

Accounts:			
Department Number	Fund	Class	Analytical

Supervisor Information	
Name	
Class	
Slot	
Social Security Number	

If the promotion/transfer or demotion is within the department, do you wish to retain the old position?

Yes No

Location of position: Building: _____ Room _____ Telephone: _____

The University of South Carolina is an Equal Opportunity/Affirmative Action Employer.