



# 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 \_\_\_\_\_

<b>Accounts:</b>			
<b>Department Number</b>	<b>Fund</b>	<b>Class</b>	<b>Analytical</b>

<b>Supervisor Information</b>	
<b>Name</b>	
<b>Class</b>	
<b>Slot</b>	
<b>Social Security Number</b>	

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.**