**TELEPHONE INTERVIEW LIST**

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| **POSITION INFORMATION** | |
| Date: |  |
| Budget Position Number: |  |
| UW System Title: |  |
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| **ALPHABETICAL LIST OF CANDIDATES RECOMMENDED FOR INTERVIEW** | |
| 1. Provide an alphabetical listing of ALL applicants being considered for telephone interviews.  2. Provide rationale for each person’s selection (credentials, experience, licensure, certification, work product, specialized skills, professional recognition, etc.). | |
| **NAME** | **RATIONALE** |
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| **AUTHORIZATION** | |
| By authorizing this recruitment, I attest that I have reviewed applicant qualifications and that every applicant meets minimum qualifications, are qualified for the position, and the list includes diverse applicants ensuring a well-rounded group of interviewees. I agree that this recruitment is in compliance with UW-Green Bay hiring policies and procedures. | |
| **ROUTING** | |
| Recruitment Chair sends form electronically to designated approver (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support)↓  Designated Approver sends an email indicating approval to Recruitment Chair (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) | |
| *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* | |