**TELEPHONE INTERVIEW LIST**

|  |
| --- |
| **POSITION INFORMATION** |
| Date: |       |
| Budget Position Number: |       |
| UW System Title: |       |
|  |
|  |
| **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** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|  |
| **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 and Admin Support)↓Designated Approver sends an email indicating approval to Recruitment Chair (cc: hr@uwgb.edu and Admin Support)  |
| *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* |