## Interview Summary Spreadsheet

### Position Title:

### Posting Number:

**Instructions:** Complete this spreadsheet at the time of interviews. Indicate if each applicant Exceeds, Meets, or Does Not Meet your requirements for each of the factors listed below. The Committee and the Hiring Manager should support their decision(s) with comments related to the candidates’ knowledge and skills as determined during the interview. When complete, and all signatures have been obtained, email this spreadsheet to Human Resources cmtalent@txwes.edu.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>Committee's Recommendation (Highly Qualified; Qualified; Not Qualified)</th>
<th>Committee Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Telephone Interview Date (if applicable)</td>
</tr>
<tr>
<td>Committee Chair’s Signature</td>
<td>Committee’s Notes</td>
<td></td>
</tr>
</tbody>
</table>

**For Hiring Manager Use Only:**

**Name of finalist I want to hire:**

**Hiring Decision Based on:**

(Please indicate: Meeting with candidate or Committee’s recommendation)

**I have checked references:**

(Please indicate: Yes or No)

**Hiring Manager Signature**

**Date**

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*HR Revised 9/25/15*