

# ALBERTVILLE CITY SCHOOLS

## POSITION INTERVIEW LOG

School: \_\_\_\_\_ Vacant Position: \_\_\_\_\_  
Job Description # \_\_\_\_\_

\*\*\*Minimum of three (3) interviews must be conducted.

	NAME	Ethnicity	Date Interviewed	Rank
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

Interview Committee Listing- Please list all involved in the interview process. At least three (3) individuals will be required for all interviews. Total number of interviewers must be in odd numbers in order to break a tie recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This document is to be completed and submitted to the Human Resources Department with the Personnel Action form for hire.