



Interview Panel Summary Form

Submitted by the Hiring Manager

Outcome Expectations
E = Exceeds
A = Acceptable
U = Unacceptable

Applicant: _____

Date/Time _____

Hiring Manager: _____ Title: _____

The Hiring Manager is responsible for identifying justification

Required Hard Skill Comments		
Hard Skills are technical knowledge, skills, and life experience brought from a former career or education <i>(from Job description, resume, or interview)</i>		E, A, U
Required Soft Skill Comments		
Soft Skills are personal habits and traits that shape how you work, on your own and with others <i>(Identified in interview)</i>		E, A, U
Relevance of Background Comments:		
Has had experience and/or indicates knowledge of specific task areas highlighted in the <i>Primary Duties and Responsibilities</i>		E, A, U
Identify Key duties and responsibilities:	Comments	E, A, U

Recommend for reference checks

Cannot recommend **(please attach reasons)**

Attach Additional pages as needed; provide at least one paragraph to identify your justification. **minimum*

Attach all panel members' interview questions & notes.
Return to the HR Department