

HIRING REQUEST

*******ATTACH COPY OF ALL NOTES MADE DURING INTERVIEWS*******

Job Title _____ Dept _____

Dates Job Posted _____

Personnel Conducting Interviews:

Candidates Interviewed and Dates of Interviews:

Person Chosen for Position:

References Checked (Brief Summary):

Why Was This Person Chosen? (Brief Summary):

Dept Head Signature _____ Date _____

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Approved

Not Approved

County Manager Signature \_\_\_\_\_ Date \_\_\_\_\_