

COLLEGE of CHARLESTON

Request for On-Campus Interview

**** No invitations for interviews may go out without approval from the Provost ****

Department: _____

Position vacancy: _____

I request authority to interview the following candidates for the above position and have attached each candidate's curriculum vita. *Note: Departments using a national search tool other than PeopleAdmin should provide a web address and login information to reviewers of this form.*

Name	Skype/Phone interview performed?
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

.....
Submitted by:

Department Chair or Program Director

Date

In requesting these interviews, the department chair asserts that the above candidates have been selected in accordance with College recruitment procedures including non-discrimination policies.

Dean of School and/or Division Head

Date

Office of Equal Opportunity Programs (EEO)

Date

Provost or Associate Provost

Date

.....
Academic Affairs Use Only

Department Chair and Dean Notified by:

Academic Affairs

Date