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Customizing Your Documentation Template

If you have a different number of panel members scoring or questions than this template, you may customize

Submitting Your Interview Documentation

Please save this file using the naming convention: Position Title_Interview Documentation_Month Year

When the interviews have concluded, send this file to Sandy Saval, Human Resources Business Partner.

Position and Panel Information

Please enter the required information below.

Position:	Director of Middle/High Schools
Hiring Manager:	

Scoring Members of Panel	
<i>Name</i>	<i>Position Title</i>
Sandy Saval	Human Resources Business Partner
Scott Ruehl	Director, Leadership Development
Lisa Smith	Principal, Hammond Middle School
Terri Savage	Executive Director, Special Education