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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.

<b>Position:</b>	Chief Academic Officer
<b>Hiring Manager:</b>	

<b>Scoring Members of Panel</b>	
<b><i>Name</i></b>	<b><i>Position Title</i></b>
Scott Ruehl	Director of Leadership Development
Judy Jones	Director of Diversity, Equity, and Inclusion
Troy Todd	Principal
Yvonne Cox	Coordinator, Elementary Language Arts