



Interview Panel Summary Form

Submitted by the Hiring Manager

Outcome Expectations

E = Exceeds
A = Acceptable
U = Unacceptable

Applicant: _____

Date/Time _____

Hiring Manager: _____ Title: _____

Required Hard Skill Comments

Hard Skills are technical knowledge, skills, and life experience brought from a former career or education
(from Job description, resume, or interview)

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
(Identified in interview)

E, A, U

Relevance of Background Comments:

Has had experience and/or indicates knowledge of specific task areas highlighted in the **Primary Duties and Responsibilities**

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