



# Interview Request

# City of Hot Springs

Please complete this form and return to the Human Resources Office.

**NOTE:** Please allow a **minimum** of three business days from the time this form is submitted to the first date of interview. (If clerical testing is required, additional time will be needed).

**(NOTE: You are required to have at least two interviewers to conduct each interview.)**

Date Submitted \_\_\_\_\_

Position to be filled \_\_\_\_\_

Department \_\_\_\_\_

Date(s) interviews should be scheduled 

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Time(s) interviews should be scheduled 


Interviewers Involved \_\_\_\_\_

Clerical Testing Required? \_\_\_\_\_

Duration of each interview \_\_\_\_\_

Location of interview \_\_\_\_\_

**HAVE YOU CONTACTED ANY OF THE APPLICANTS LISTED FOR ANY REASON?**

Full Name(s) of applicants to be interviewed					
		MSG			MSG

Notes: 

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