

## Resume Review Sheet

**Please use this form to review the applicant's paperwork, do not write on the resume/application.**

**Return all resumes as soon as the applicant is no longer under consideration, but no later than at the conclusion of the search.**

**Rating Key:**

1. Warrants consideration
2. May warrant consideration
3. Does not warrant consideration-Return to HR

<i>Reviewed By</i>	<i>Comments</i>	<i>Rating</i>

**Phone Interview Conducted?**    Yes / Date: \_\_\_\_\_       No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Interviewed On-Campus?**    Yes / Date: \_\_\_\_\_       No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Hired?**                                       Yes / Start Date: \_\_\_\_\_       No

**If No, would you consider for another position?**    Yes       No

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_