

INTERVIEW and SELECTION FORM SHARED SERVICES AGENCIES

- * This form can be found at: http://www.hr.az.gov/SharedServices/SS_Recruiting.asp
- * Complete and send this form to: STAFFING@AZDOA.GOV (Please contact Staffing @ 602-542-3220 to provide the Social Security # and Birth date).
- * All start dates must be the Monday beginning of the pay cycle Click here for 2017 Payroll Calendar: [https://gao.az.gov/sites/default/files/ APG I A Statewide Payroll Calendar 2017.pdf](https://gao.az.gov/sites/default/files/APG_I_A_Statewide_Payroll_Calendar_2017.pdf)
- * Attach completed Personnel Action Form (PAF); only if ADOA keys for your agency *Note: No need to attach PAF if you key for your own agency.*
- * If this is a Direct Hire; Agency Director's signature must be provided below *Per Policy: SPS(R2-5A-302.A.1)*
- * These documents must be received by Tuesday-12:00 noon before the start date

* **ALL fields are mandatory:**

Date Submitted: _____ Agency: _____

Requisition #: _____ Position #: _____

Candidate's Name: _____ Start Date: _____

If candidate is transferring from another agency or former State employee, provide EIN #: _____

If Direct Hire; Agency Director's signature is required _____

* For audit purposes, list all candidates interviewed and not selected along with the reason and date.

<u>Name</u>	<u>Reason</u>	<u>Date</u>

Notes: