COMMITTEE SUMMARY SHEET FOR ORAL INTERVIEWS CONDUCTED ON _____

DATE

NAMES OF INTERVIEWERS	APPLICATION SERIAL NUMBERS OF APPLICANTS											
TOTAL SCORE												
INTERVIEW SCORE												

INSTRUCTIONS FOR USING THE COMMITTEE SUMMARY SHEET

1. Enter the Application Serial Number of the interviewed Applicant at the top of each column; in the order in which interviews are conducted.
2. Enter each Interviewer's score in the space provided under the appropriate Application Serial Number.
3. Add the individual Interviewer's scores to obtain the TOTAL SCORE for each Applicant; enter it in the proper space provided.
4. DIVIDE the total score by the actual number of Interviewers; this is the Applicant's INTERVIEW SCORE, enter it in the space provided.
5. When all Applicants have been interviewed and their scores recorded on the SUMMARY SHEET, enter their INTERVIEW SCORE in the Record Book. RANK, in the Record Book, **ONLY** those who are SELECTED. DO NOT RANK BEYOND THE NUMBER TO BE SELECTED. Should there be more than one Applicant with the *same* score, the order of their ranking will be determined by the Application Serial Number; LOWEST serial number ranks the HIGHEST.
6. Job opportunities will be offered to the selected Applicants IN THE ORDER of their ranking.
7. All Applicants will be notified of their status (See FORM LETTERS – in the PROCEDURE FOR SELECTION booklet).

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— These records and ***all*** apprenticeship records must be retained for at least FIVE (5) years —