

**REFERRAL FOR INTERVIEW FORM
OFFICE OF FINANCIAL AID**



A Member of the Texas A&M University System

PLEASE COMPLETE, SIGN, AND RETURN THIS FORM TO FINANCIAL AID. DO NOT RETURN THIS FORM WITH THE APPLICANT.

		Date	Job Vacancy #
Applicant		Title of Vacant Position	
Hiring Supervisor	Employing Department	Location & Ext. #	
_____ Student Employment Representative			

COMPLETE THIS SECTION BY SELECTING "A" OR "B" AS APPLICABLE.

A. _____ * Applicant is selected for employment. (Appointment is subject to compliance review by Financial Aid.)

Date Employee Desired _____ Wage _____/hour

Name of Reporting/Evaluating Supervisor _____

B. _____ Applicant is not selected for employment. (Indicate applicable reason(s) below):

- This applicant has less education and/or experience than the applicant selected.
- This applicant's education and/or experience is less relevant than that of the applicant selected.
- This applicant's skills/abilities (communication, computer, typing skills, etc.) are not as strong as those of the applicant selected.
- This applicant does not have the preferred qualifications.
- This applicant is unable to meet the work schedule of the position.
- This applicant's interview was less effective than that of the applicant selected.
- This applicant's references were unsatisfactory.
- This applicant failed to report to the scheduled interview.
- Other _____

*My signature certifies that the best-qualified applicant has been selected and that Equal Employment Opportunity practices have been observed.

 Hiring Supervisor Signature Date

AN EQUAL OPPORTUNITY EMPLOYER