



Human Resources  
4901 East Carson Street • Long Beach, CA 90808

## HOURLY INSTRUCTOR INTERVIEW FORM

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_ Position/Discipline: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Interview Time: \_\_\_\_\_

### INTERVIEW COMMENTS

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

Availability: \_\_\_\_\_

To my knowledge, this individual is not related to any current employees of the district.

If yes, this individual is related to: \_\_\_\_\_  
Last First Department

Other Comments:

Recommendation: *(State reason for hiring or not hiring)*

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



LONG BEACH  
CITY COLLEGE

**CONFIDENTIAL**

Human Resources

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**HOURLY INSTRUCTOR INTERVIEW RESULTS AND HIRING FORM**

**CANDIDATES INTERVIEWED**

Interviews for hourly instructors have been completed and the individuals listed below are in my external applicant pool. Each candidate has been interviewed and considered for employment following the hourly instructor hiring procedures. I have attached an *Hourly Instructor Interview Form* for each one:

Name	Telephone Number	Email Address

**CANDIDATES TO HIRE**

Interviews for hourly instructors have been completed. The candidates listed below are being referred to Human Resources and will be offered an assignment for the dates listed below. I have contacted each candidate to discuss the proposed assignment pending review of their minimum qualifications and approval by Human Resources. I acknowledge that no part-time faculty member can teach until the Dean authorizes the hire and all hiring paperwork is received by Human Resources and the candidates have been processed:

Name	Telephone Number	Email Address	Hire Date / Semester

**Signature of Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUEST FOR EMERGENCY HIRE**

Should a situation arise which necessitates an emergency hire, the department head may interview and recommend to hire an individual for a period of one (1) semester with the approval of the Dean. The candidate may not be rehired for any subsequent semester without having gone through the formal hourly instructor interview process.

Name	Telephone Number	Email Address	Hire Date / Semester

**Signature of Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_