Form 3381, "Interview Data Sheet (sample, page 2) is intended to ensure that selection interview information obtained from candidates is consistent with current statutes and guidelines concerning nondiscrimination in employment. This form shall be used to provide a record of bid, transfer, or reassignment interviews and when requested by the hiring business unit. No other forms are authorized.

References
Administrative Manual, Section 20-41, Selection Interview
Selection Interview Handbook
Applicable MOUs

PROCEDURE

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANDIDATE</td>
<td>Complete Form 3381 for bid, transfer, or reassignment positions and when requested by the hiring business unit. Form 3381 might not be required when the filling of a position is based solely on seniority.</td>
</tr>
</tbody>
</table>

BUSINESS UNIT/BUSINESS GROUP PERSONNEL OFFICE

If the candidate is selected, place the original form in the employees personnel file and a copy with the selection interview package.

If the candidate is not selected, place the original in the selection interview package. All selection interview packages should be retained in accordance with the Department’s Record Retention Schedules and the City Administrative Code.
### DEPARTMENT OF WATER & POWER

#### INTERVIEW DATA SHEET

**PERSONAL DATA**

<table>
<thead>
<tr>
<th>NAME</th>
<th>LAST</th>
<th>FIRST</th>
<th>INITIAL</th>
<th>EMPLOYEE NUMBER</th>
<th>DATE</th>
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<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>NUMBER</th>
<th>STREET</th>
<th>HOME PHONE</th>
<th>CIRCLE ONE</th>
<th>BID</th>
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<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>BUSINESS PHONE</th>
<th>TRANSFER LIST</th>
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<thead>
<tr>
<th>PERSON TO CONTACT IN CASE OF EMERGENCY</th>
<th>PHONE</th>
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**EMPLOYMENT HISTORY RELEVANT TO POSITION FOR WHICH APPLYING**

Beginning with your most recent or current position, list as many jobs as you feel necessary to show relevant work experience. Use additional paper if needed.

<table>
<thead>
<tr>
<th>COMPANY NAME (CITY, DEPT. OR DIV. INC.)</th>
<th>DATES</th>
<th>PAY</th>
<th>TITLE</th>
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<tr>
<th>ADDRESS (OR DIVISION)</th>
<th>DATES</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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<th>SUPERVISOR'S NAME</th>
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<th>FROM</th>
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<th>SALARY (DWP)</th>
<th>TITLE</th>
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Form 3381
interview Data Sheet
(Back)

**EDUCATION RELEVANT TO POSITION FOR WHICH APPLYING**

List below all courses studied in college, business, trade or vocational schools which are relevant to the position for which you are applying. Include degrees and/or certificates earned.

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution</th>
<th>Degree/Certificate</th>
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Use this space if you wish to indicate how your experience, education, licenses and/or other qualifications may particularly fit you to meet the requirements of this position. Licenses might include drivers license, equipment operator's license, etc.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Description</th>
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**FOR INTERVIEWERS ONLY**

<table>
<thead>
<tr>
<th>Division</th>
<th>Preferences for Selection or Non-Selection</th>
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Signatures

Date: 05-01-96

Supercedes: 05-15-95