



ADMINISTRATIVE MANUAL

Section

SELECTION PROCESS

Subject

Interview Data Sheet, Form 3381

Form 3381, "Interview Data Sheer (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

Responsibility

Action

CANDIDATE

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.

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.




ADMINISTRATIVE MANUAL

Section
SELECTION PROCESS

Subject
Interview Data Sheet, Form 3381

Form 3381 Interview Data Sheet (Front)

DDOE 4700381
REV. 11/91



DEPARTMENT OF WATER & POWER

INTERVIEW DATA SHEET

PERSONAL DATA

NAME LAST	FIRST	INITIAL	EMPLOYEE NUMBER	DATE
ADDRESS NUMBER	STREET		HOME PHONE	(CIRCLE ONE)
CITY	STATE		BUSINESS PHONE	BID TRANSFER LIST
POSITION FOR WHICH APPLYING			PERSON TO CONTACT IN CASE OF EMERGENCY	
			PHONE	

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).

COMPANY NAME (CITY DEPT. OR DWP DIV.)	DUTIES:			
ADDRESS (OR DWP SECTION)				
CITY	STATE	ZIP CODE		
SUPERVISOR'S NAME		PHONE		
FROM	TO	SALARY OR PG	YOUR TITLE	
COMPANY NAME (CITY DEPT. OR DWP DIV.)	DUTIES:			
ADDRESS (OR DWP SECTION)				
CITY	STATE	ZIP CODE		
SUPERVISOR'S NAME		PHONE		
FROM	TO	SALARY OR PG	YOUR TITLE	
COMPANY NAME (CITY DEPT. OR DWP DIV.)	DUTIES:			
ADDRESS (OR DWP SECTION)				
CITY	STATE	ZIP CODE		
SUPERVISOR'S NAME		PHONE		
FROM	TO	SALARY OR PG	YOUR TITLE	
COMPANY NAME (CITY DEPT. OR DWP DIV.)	DUTIES:			
ADDRESS (OR DWP SECTION)				
CITY	STATE	ZIP CODE		
SUPERVISOR'S NAME		PHONE		
FROM	TO	SALARY OR PG	YOUR TITLE	

PLEASE CONTINUE ON REVERSE SIDE



ADMINISTRATIVE MANUAL

Section

SELECTION PROCESS

Subject

Interview Data Sheet, Form 3381

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.

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.)

COMMENTS PERTAINING TO ABSENCES IF CONSIDERED NECESSARY

I CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT SIGNATURE _____

FOR INTERVIEWERS ONLY

DIVISION INTERVIEWERS <hr/> CANDIDATE'S RANK OR CERT. CERT NO. <hr/> SED NO. DOR NO. <hr/> CIRCLE ONE. SELECTED / NON SELECTED	REASONS FOR SELECTION OR NON SELECTION SIGNATURE _____
---	---