Department of Military
Interview Call Log — Job Applicant Contact Form

APPLICANT INFORMATION

Name

SSN | Home # | Work # | Other #

CALL LOG (record each contact attempt)

Date | Time | Caller / Staff

Outcome: ☐ Spoke with applicant ☐ Left message

Date | Time | Caller / Staff

Outcome: ☐ Spoke with applicant ☐ Left message ☐ Applicant returned call

Date | Time | Caller / Staff

Outcome: ☐ Spoke with applicant ☐ Left message ☐ Applicant returned call

POSITION DETAILS

Position Title

Position Number

Grade | Rate of Pay | Accept Pay? ☐ Yes ☐ No

INTERVIEW LOGISTICS

Where job is located

Report to building | Interview date

Person to report to | Time

Current or previous State employee? ☐ Yes ☐ No If yes, which agency:

REMINDERS FOR THE APPLICANT

- Bring any certifications, transcripts, DD-214s, and degrees that apply.
- Bring TWO (2) forms of ID: (1) Government-issued picture ID / Driver's License; (2) Non-picture ID — Birth Certificate or SSN Card.
- Bring your vehicle insurance, registration, and Driver's License to obtain a gate pass for your interview.

OTHER INFORMATION

You may request relevant proof of skills (e.g., PowerPoint presentation, spreadsheet). Record notes below: