

5 Mandatory Questions

POSITION ANNOUNCEMENT #: _____

APPLICANT NAME: _____
LAST NAME, FIRST NAME, RANK, AFSC/MOS/BRANCH

1. Confirm Applicant's Identity:

"Are you...?"

2. Verify the position announcement that the applicant has applied for and that they also understands the conditions that may apply to it.

"You are applying for position...?"

"Do you understand that this position is...?"

State any conditions you'd like to emphasize at this time.

3. *Have there been any changes since the submission of your application that would impact our consideration of you for this job today?*

4. *Do you know any board members?*

5. *Do you have any concerns with any board members?*

Note: If there are any issues that may impede the interview process, please contact the HRO for further guidance.