**5 Mandatory Questions**

**POSITION ANNOUNCEMENT #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LAST NAME, FIRST NAME, RANK, AFSC/MOS/BRANCH**

A. Confirm Applicant’s Identity:

1. Are you insert applicant’s name?

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

 2. a. Are you applying for insert position here?

 2. b. Do you understand that this position is ?

 (T32/ T5, Perm, Term, Indefinite)

C. Ask about any changes that may affect the candidate’s eligibility.

3. Since the submission of your application, have you received any adverse actions that would impact our consideration of you for this JVA today?

D. To ensure no unfair treatment (nepotism).

 4. Are you directly related to any of the board members? (Ex. sibling, parent, cousin)

E. To ensure no past relationships or knowledge of board members/ applicant affect the fairness or objectivity throughout the interview.

5. Do you have any concerns with any board member being in this interview process?

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