



Lateral/Voluntary Demotion – Confirmation of Final Selection

Name of Applicant: _____

Position Applied: _____

Hiring Manager: _____

Section One – Initial Review

Does Applicant meet Minimum Qualifications: Yes No

If Yes, did applicant accept an interview: Yes No

Interview Date and Time: _____

Section Two – Interview Outcome

Successful Recruitment

Completed One Reference Check

Personnel File Review: _____

Please provide rationale:

Unsuccessful Recruitment

Hiring Manager Signature

Date