



Classified Final Recruitment Decision -Internal Recruitment-

Name of Applicant: _____

Position Applied: _____

Hiring Manager: _____

Section One – Initial Review

Did applicant accept an interview: Yes No

If yes, Interview Date and Time: _____

Section Two – Interview Outcome

Successful Recruitment

Completed One Reference Check

Personnel File Review: _____

Unsuccessful Recruitment

Rationale *(For both Successful and Unsuccessful):*

Please include the following criteria in your rationale:

Communication Skills

Overall Organizational Fit

Other Specific Job Traits

Hiring Manager Signature

Date