



Final Recruitment Decision Classified/Management -External Recruitment-

Successful Recruitment

Name of Applicant: _____

Position Applied: _____

Interview Date/Time: _____

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

If successful, complete the following:

Completed Three Reference Checks

Hiring Manager Signature

Date