



# Management 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