HR SELECTION DATA FORM

Requisition number:

Provide reasons for selection and non-selection for candidates who were interviewed in the finalist pool. The reason(s) for selection/non-selection must be specific and directly relevant to the position being filled. **Please attach additional sheets as needed.**

Hiring Department: Position Title:

Selected Candidate:

Reason for Selection:

1.   Non-Selected Candidate:

Reason for Non-Selection:

2.   Non-Selected Candidate:

Reason for Non-Selection

3.   Non-Selected Candidate:

Reason for Non-Selection:

4.   Non-Selected Candidate:

Reason for Non-Selection:

Prepared By: Telephone Extension:

E-Mail: Date: