**Hiring Reason Form**

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| This form is to be used to document the reason a candidate was selected for a position. The hiring reason form should be retained in the recruitment file. | | | | | | |
| **Selected Candidate Name:** | | Click here to enter text. | | | | |
| **Position Title:** | | Click here to enter text. | | **JEMS Transaction ID:** | Click here to enter text. | |
| **Division:** | | Click here to enter text. | | **Department:** | Click here to enter text. | |
| **Hiring Administrator:** | | **Click here to enter text.** | **Date:** | | | **Click here to enter text.** |
| Selection Summary: Check one box below which describes the most significant reason for selecting the successful candidate over the other candidates. | | | | | | |
|  | Selected candidate served in similar position previously. | | | | | |
|  | Selected candidate has more suitable education and/or training for this position. | | | | | |
|  | Selected candidate has broader or more relevant experience performing the duties of this position. | | | | | |
|  | Selected candidate demonstrates greater knowledge of the key tasks required in this position. | | | | | |
| Written Hiring Justification: Provide a detailed job-related justification below for hiring the selected candidate over other applicants, e.g., number of years in profession, years of experience, past relevant experience, etc. | | | | | | |
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