**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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