# UW–Madison crest logo in front of red bar with white angled lines

#  Hiring Reason Form

 Updated \\ May 7, 2025

Documentation of why a candidate was selected for a position is required. This is an example of a way to document the reason a candidate was selected for a position. Best practice is to retain this form in the recruitment file.

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| **Selected Candidate Name:** | Click or tap here to enter text. |
| **Position Title:** | Click or tap here to enter text. | **Requisition Number:** | Click or tap here to enter text. |
| **Division:** | Click or tap here to enter text. | **Department:** | Click or tap here to enter text. |
| **Primary Recruiter:** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |

**Selection Summary:** Check one box below that describes the most significant reason for selecting the successful candidate over the other candidates.

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|[ ]  Selected candidate served in a 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 the profession, years of experience, past relevant experience, etc.

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| Click or tap here to enter text. |