# 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.

|  |  |
| --- | --- |
|  | 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.

|  |
| --- |
| Click or tap here to enter text. |