**CANDIDATE SELECTION Job Recruitment Strategy Meeting Worksheet- DATE: (HR Consultant Use)**

* **EXAM PLAN #:**
* **JOB TITLE:**
* **DEPARTMENT/DIVISION:**
* **HIRING MANAGER:**
* **JOB SPECIAL NOTES (REMAIN OPEN/CLOSED ETC.):**
* **CANDIDATES? (ANY INTERNAL CANDIDATES) LIST:**

**1.**

**2.**

**3.**

**4.**

**5. (ALT Y/N)**

**6.(ALT Y/N)**

**7.(ALT Y/N)**

**8.(ALT Y/N)**

* **CONFIRM COMMITTEE MEMBERS-WHO:**
* **1.**
* **2.**
* **3.**
* **4.**
* **5.**
* **6.**
* **CONFIRM INTERVIEW DATES AND ANY FOLLOW ON INTERVIEWS (2ND, VP ETC.):**
* **UNDERSTANDING OF HIRING PROCESS AND NEEDED APPROVALS BEFORE OFFERING JOB:**
* **UNDERSTANDING OF NEOGOV DOCS LOADING AND ARCHIVING REQUIREMENTS (INCLUSIVE OF REFERENCE CHECKS):**
* **UNDERSTANDING OF ALL SELECTED CANDIDATES ARE FULLY QUALIFIED AND MEET ALL REQUIRMENTS (I.E. FTE, DEGREES, SKILLS, CERTIFICATIONS, LICENSES):**
* **UNDERSTANDING OF CONTACTING VP OF HR IN THE CASE OF CONFLICTS IN JOB HIRING PROCESS (IN ABSENCE OF AN ASSIGNED MANAGER IN HR):**
* **TARGET HIRE DATE (CONFIRMATION OF START):**
* **INTERVIEW COMMITTEE CONFIDENTIAL AGREEMENTS:**
* **UNDERSTANDING OF NOTIFICATION OF NON-SELECTS FOR THOSE NOT CONSIDERED FURTHER AND THOSE INTERVIEWED AND NOT SELECTED (I.E. EMAIL NOT CONSIDERED FURTHER, CALL CANDIDATES INTERVIEWED NOT SELECTED)**
* **UNDERSTANDING OF STEPS UPON SELECTING FINALIST (REFERNCE CHECKS, BACKGROUND, APPROVALS, OFFER, ONBOARDING ETC.):**
* **NOTES:**