### Recruitment Information Form

<table>
<thead>
<tr>
<th>Where was the position advertised:</th>
<th>Date Placed</th>
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**Selection Process:**
Methods and criteria used to screen the applicant pool down to the final candidates selected for interviews

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Reason(s) why each Final Candidate was NOT selected (if more than 5, please list on a separate attachment):

**Candidate 1**
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**Candidate 2**
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**Candidate 3**
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**Candidate 4**
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**Candidate 5**
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Reason(s) why employee was selected
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature – (print name afterwards)  Date