



# Recruitment Information Form

Where was the position advertised :

Date Placed

_____	(Online/Print)	_____
_____	(Online/Print)	_____
_____	(Online/Print)	_____
_____	(Online/Print)	_____
_____	(Online/Print)	_____
_____	(Online/Print)	_____
_____	(Online/Print)	_____
_____	(Online/Print)	_____
_____	(Online/Print)	_____

**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 \_\_\_\_\_