

Candidate Selection Summary Form

Requisition #:	Huddle Meeting Date:
Job Title:	Hiring Manager:
Interview Team:	

Instructions:

Please review the rating scale below and status codes (key found on next page). Discuss all interviewers' recommendations. This form documents both the discussion and the outcome of the Huddle Meeting for record keeping purposes. You must summarize the Huddle Meeting discussion and decisions for each candidate on this form. Forward the completed form to your Staffing or HR representative as soon as possible.

1	2	3	4
Lacks the requisite skills or experience to meet minimum role requirements	Deficiencies in skills/experience; does not fully meet role requirements	Competitive candidate with requisite skills and experience to meet role requirements	Superior candidate with more than adequate skills/experience to meet role requirements

Candidate Name, Interview Date	Selection Decision Rationale (Required)	Overall Rating	Code

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Candidate Selection Summary Form Continued

Additional Comments for Justification for Hire (Optional)

Status Code Key

A	Recommend for hire
B	Declined – Candidate no longer interested in the position
C	No show – Interview
D	Rejected – Skills
E	Rejected – Experience
F	Rejected – Pre-employment testing/assessment
G	Rejected – Education
H	No show – Pre-employment testing/assessment
I	*Rejected – Better qualified candidate selected

**Use only if you would offer the position to this candidate if the initial candidate recommended for hire does not accept the offer.*