

5. How many applicants were interviewed from the previous post(s)?
6. Did you extend an offer to a candidate?
7. If the candidate did not onboard, why did they withdraw or reject the offer?
8. From the previous advertisement, what skill set and/or experience was missing from the initial candidate pool?
9. What specialized/desirable skills and/or experience should the ideal candidate have in order to be successful in the position?
10. Is there anything else you can tell us regarding current or past recruitments for this position that will help us develop the targeted recruitment strategy?

Acknowledgment

I acknowledge the below.

By utilizing recruitment services, I will provide the names of candidates interviewed and the name of the candidate hired or offered the position. If a hire is not made for the recruitment, I will attend a follow up meeting with my recruiter to discuss the outcome.

Hiring Manager Signature

Date

Next Steps

Thank you for taking the time to fill out and submit this form. You will receive a confirmation email from the Recruitment Manager letting you know who, from the Recruitment Unit, will be assisting you. Your assigned recruiter will contact you to schedule a strategy meeting to further discuss the position, your ideal candidate profile and potential sourcing avenues. Our goal is to ensure that you hire the best and brightest for your unit.