

Sample nomination memo by the selecting official pursuant to 2nd interview

From: [Hiring Manager]

To: Human Resources

Three well-qualified candidates were referred to me, in an unranked order, for final interview and consideration. I conducted interviews with the three candidates on [date]. The purpose of this interview was to determine which candidate best fits the following definition:

The best qualified candidates will possess a thorough understanding of the legal and practical aspects of multiple Human Resource functions. The desired depth and breadth of functional knowledge will be derived from a combination of formal training and practical experience in the specialized field of recruitment and employment. The ideal candidate must have a clear vision for Human Resource management, as it relates to the employment and recruitment function, and a proven ability to support the complex demands of management and organized labor in a way that promotes positive labor relations. Finally, the best qualified candidate will demonstrate strong team building skills and advanced oral and written communication skills.

All three candidates were asked a series of questions and responded to a set of scenarios based on common issues associated with the Recruiter position. I found the following strengths and weakness attributable to the interviewing candidates.

Applicant name: describe the candidate in terms of his/her strengths and weakness when compared to those of the other candidates. What makes this candidate worthy of the nomination.

Alternate's name: Describe why this applicant, if any, is worthy of being offered the position. This offer would be only in the event the first choice declined the offer.

Having concluded the interview process, I am prepared to offer the position of _____ to [name of selectee] at a starting salary of not less than \$_____ but not more than \$_____.