### **Sample Hiring Manager Statement**

From: [Hiring Manager]

To: Human Resources

Re: Vacancy #\_\_\_\_

*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:

*[****Example:*** *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 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. Please include examples relative to the position requirements.*

Having concluded the interview process, I am prepared to offer the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ based on the information provided above. Please offer a starting salary of not less than $\_\_\_\_\_\_\_\_ but not more than $\_\_\_\_\_\_\_\_. Should the first candidate decline the position, \_\_\_\_\_\_ is our alternate candidate.

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.