

Company Name

HFK HIRING PROCESS

Applicant information

Candidate

Department

Position applied for

Interviewer

Hiring recommendation

Process notes

Prescreen

Qualified

Yes ___ No ___

Application

Processed _____

Interview scheduled

Date ___/___/___

Yes ___ No ___

If the candidate is favorable, schedule an interview with staff- You can combine these two if needed.

Interview with Staff

Date ___/___/___

Staff meeting

Unanimous yes _____ no ___

Job Offered

Yes ___ No ___

Job Accepted

Yes ___ No _____

Circle each review when completed 30/60/90

30 day review items to focus on

60 day review items to focus on

90 day review items to focus on

Permanent employee Date: ___/___/___