

# Selection committee report

Use this form to record the outcomes of the interviews and any other selection activities and gain consensus on the preferred candidate(s) from all members of the selection committee.

## 1. RECRUITMENT DETAILS

Position title

Faculty / Office

Dept. / Unit

### Overview

Once all interviews and selection assessments have been completed, discuss the suitability of each candidate for the role. The selection committee should reach a consensus on the successful candidate(s), appointable candidates who are recommended for appointment if the successful candidate refuses the offer, and the unsuccessful candidates.

## 2. SUCCESSFUL CANDIDATE(S) RECOMMENDED FOR APPOINTMENT

List candidate(s) recommended for appointment. Provide brief notes summarising how the candidate meets the requirements of the position.

Candidate name(s)	Brief reasons

## 3. APPOINTABLE CANDIDATES

In order of preference, list candidates to whom you may wish to make an offer of employment if the successful candidate(s) decline their offer. Provide brief notes summarising how the candidate meets the requirements of the position.

Candidate name(s)	Brief reasons

#### 4. UNSUCCESSFUL CANDIDATES

List candidates who were deemed unsuitable for the position. Provide brief notes summarising how the candidate did not meet the requirements of the position.

Candidate name(s)	Brief reasons

#### 5. CONFLICT OF INTEREST

Were any perceived, potential or actual conflicts of interest identified by the selection committee?  Yes  No

If 'Yes', please attach details on how the conflict was managed by the selection committee.

#### 6. SELECTION COMMITTEE SUPPORT

All members of the selection committee should sign this report, sign and indicate their support for the recommendations below. Dissenting members should discuss their reasons for not supporting the recommendations with the selection committee chair. A dissenting member may also contact their HR Client Services Team to discuss.

Committee Member Name	Signature	Date	Supported
Chair:			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No

#### NEXT STEPS

1. Seek permission from candidates to contact referees and complete reference checks for each successful candidate.
2. Advise the successful candidate that they have been recommended for appointment. Do not make a formal offer of employment.
3. Contact your HR Client Services Team, provide a signed Selection Committee Report, reference check forms and relevant attachments, and discuss offer details for the successful candidate(s).
4. HR Client Services will arrange pre-employment checks where required and issue a formal offer of employment.
5. After the offer has been accepted, a selection committee member should contact candidates who were interviewed but not appointed, and respond to requests for feedback.