Candidate Selection Template

# [Team Name] – Candidate Selection for [ROLE]

## January 1, 2026

## 10:00am – 11:00am

|  |  |
| --- | --- |
| Meeting Purpose: Objectively review a candidate pool for an open role and decide on the candidate(s) that will move forward. |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| 10:00 – 10:05 | Filter the candidates that are recommended for review by the team  * Ensure you have all applicant profiles being considered in front of you | Team Lead |
| 10:05– 10:30 | Review all ‘must-haves’ from the job description  * Review how each candidate fulfills those criteria * For each criteria, is a given candidate a "strong match", a "possible match", or "not a match" | All Members |
| 10:30 – 10:45 | Review all 'nice-to-haves' from the job description  * Review how each candidate fulfills those criteria as a whole. Grade each candidate as a "strong match", "possible match", or "no match". | All Members |
| 10:45 – 10:55 | Review any additional considerations for each candidate  * Account for important aspects such as interview performance, culture fit, or career growth. | All Members |
| 10:55 – 11:00 | Rank and select the top candidate(s) to move forward | Team Lead |