

New Hire/Promotion Request

Designation : _____ Department : _____

Job Grade : _____ Salary : _____

Supervisor : _____ Hiring Authority : _____

Effective Date of Hire/Promotion : _____ Job Vacancy Number : _____

I certify that HR Operating Instructions governing the selection process have been followed and that this applicant is the best candidate for the position as evidenced by the result of the process.

Authorise Signature/Date

Summary of the Selection Results

Applicant	Screening Score	Interview Score	Reason for Acceptance or Rejection
1			
2			
3			
4			
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7			
8			
9			
10			

Applicant	Screening Score	Interview Score	Reason for Acceptance or Rejection
11			
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