## **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.

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