

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