

COMPLETING THE SELECTION PROCESS

Once a selection decision has been made, the following actions may be appropriate:

- ✓ Extend offer verbally to candidate and, if accepted, advise that written confirmation will follow
- ✓ Notify other finalists of decision either by phone, mail or both
- ✓ File résumés and applications received from the recruitment exercise for at least one year.
- ✓ Once offer has been accepted, notify staff of new employee's name, title, department and starting date.
- ✓ Begin preparing for new employee's arrival.