



Recruitment Cancellation or Failed Search Request

Please note: Documentation is still required if any interviews occur, no matter if the recruitment is canceled or failed.

To maintain the integrity of our hiring process, it is important that all parties involved uphold confidentiality even after canceled or failed search. This applies to hiring managers, interview panel members, and other team members. Individuals should refrain from discussing specific candidates or sharing information both within and outside the organization. This ensures that our recruitment process remains a fair and respectful experience for our candidates.

What is a failed search?

A failed search is an unsuccessful recruitment that is due to either lack of quantity and/or quality of the applicant pool.

What is a canceled search?

A canceled search is an unsuccessful recruitment that is due to a variety of reasons, but not limited to job details changing:

- Classification Change
- Relaunching at a Different Time
- Reorganization
- Job Description Change

Recruitment Details

Open & Closed Date	
HEERA Manager	
PageUp Recruitment Number	
Position Title	
Department	

Justification/Reason for Failed and/or Canceled Search

Please Answer the Following Questions

1. Who were the search committee members? List names, roles, and responsibilities, if applicable.

2. How many rounds of interviews were there? Skip to question 7 if interviews did not occur.

3. Were there any candidates interviewed?

4. What was the format of the interview(s)?

5. What were the candidates missing?

6. Did the interview committee recommend a finalist?

7. Current Assessment: How will the department fill the need for this role while the position is vacant?

8. Future Plan: What are the plans for this position in the future?



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For Talent Advisor to Fill Out

1. Outreach and Posting Efforts (Job Posting Sites and Length)

2. Did the HEERA Manager Attend the Intake Meeting?

3. Talent Advisor Notes and Assessment

4. Talent Advisor Recommendation (If Applicable)

For Talent Acquisition Manager to Fill Out

Comment

Talent Acquisition Manager Signature

Date