TA.03 – Interviewing and Selecting a Candidate

**HR Line Manager**
- Determine In Person Candidates
- Schedule In-Person Interviews
- Conduct In-Person Interviews with Candidates
- Final Candidate?
  - Yes: Conduct Reference Check
  - No: Disposition of Applicants and Closing the Job Requisition (TA.05)

**Recruiter**
- Conduct Reference Check?
  - Yes: Communicate Final Candidate Selection to Recruiter
  - No: Pass Reference Check?
    - Yes: Communicate Final Candidate Selection Correspondence
    - No: Receive Final Candidate Selection Correspondence
- Determine JCAT Code (if applicable)
- Advance Candidate to Prepare Salary Quote
- Communicate Completed Salary Quote to Hiring Manager