

Recruiting & Student Programs

INTERN SELECTION NOTICE

A minimum of 3 days given back to managers

Hiring the Right Way

- A Vast
Market
- Work
from
Home
Options
- Not
Enough
Referrals
- Would have to be
done manually
- Re-work often
and
costly
- Could take up
to 6 months

Manual look-up &
entry required



SF 4001-HJF (6-2015) Supersedes (11-2014) Issue

SANDIA PROPRIETARY INFORMATION
(Upon completion of form)

 Sandia National Laboratories

Hiring Justification Form

Non-represented (Regular, Limited Term, Student Intern, Post-Doctoral Appointee – Internal and External Hires)

US Citizen Hires:
Hiring Manager completes section 1 – 4 only. Please email the completed form to your Staffing Partner in NM or CA.

Foreign National Hires:
Hiring Manager completes section 1 – 4 and 9 only. Please email the completed form to the corporate [immigration specialist](#) as well as the Staffing Partner. Staffing Partner will delete section 8 – 10 if not applicable.

Student Intern Program Hires:
Hiring Manager completes only section 1. Please email the completed form to your Student Intern Programs HR Support Representative in NM or CA. If the candidate is a Foreign National, please complete sections 1 and 9 only.

This form documents the selection process and hiring action by providing a short summary of your hiring decision and process. This document is part of Sandia's official hiring documentation and may be used in a court of law. Please ensure that you maintain all documentation created in relation to the selection process, including but not limited to interview notes/summaries.

[View completed sample](#) of this form.

Date Completed:

Hiring Manager and Organization number:

Applicant being Hired:

Job Title and Level:

Requisition Number:

1. Selection Justification (Completed by Hiring Manager)
Describe why this applicant was selected over other applicants – especially those whose qualifications appear equal to or greater than the selected applicant. Include how many applicants were interviewed. Compare against qualified internal and external applicants. Consider all knowledge, skills and abilities, professional experience, and other relevant information supporting the applicant's selection.

2. Level Justification (Completed by Hiring Manager)
External Selection: Is the level greater than the entry level? (e.g. Senior or higher)
 Yes No

Internal Selection: Is the Family/Description/Level, different than candidate's current Family/Description/Level?
 Yes No

If yes to either, provide a justification. Describe the nature of work, skill/knowledge requirements, operational latitude, responsibility for contacts, and impact for actions/decisions of the position. Refer to the [Sandia Job Description Repository](#) for job context and leveling criteria. No level justification is required at the entry level. Current on-roll FTEs typically transfer at their current level.



Lots of
instruction to
mine through and
determine
appropriate path
forward

Selection Notice-New Way

- Functions out of PeopleSoft
- Stored for reference and documentation in the official corporate database
- Is automatically populated with interns information and organizations information
- Minimal re-work
- Action is completed in the same day- NO WAIT TIME!

Pre-populated
information in
PeopleSoft



Selection Notice - Create

[Return to previous page](#)

Applicant	407864	Stephanie Schneider
Job Opening ID	653255	Student Intern - Intellectual Property Business Grad Summer
Job Code	022704	SIP Business - Grad Summer
Job Family	91	Student

***Hiring Org**

01932 Business Dev & IP Management

***Hiring Manager's Name**

Mary Ann Monson

***Mentor Name** 

***Intern Institute or Fellowship** 

- Yes
- No
- Unsure

***Briefly describe why this applicant was selected over other applicants:**

Please provide a short summary of your hiring decision and process. This document is part of Sandia's official hiring documentation and may be used in a court of law. Describe why this applicant was selected over other applicants - especially those whose qualifications appear equal to or greater than the selected applicant. Include how many applicants were interviewed. Compare against qualified internal and external applicants. Consider all knowledge, skills and abilities, professional experience, and other relevant information supporting the applicant's selection.

***Recruiting Event Offer?**

- Yes
- No

[Return to previous page](#)

Only 2 fields of
entry required –
*Unless a foreign
national*



TIME SAVED!!!

