



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

REPLY TO
ATTENTION OF

IMLD-XX

Date XX XXX XXXX

MEMORANDUM FOR APPROVAL AND RECORD

SUBJECT: Recommended Panel Selection for Position (Title/Series/Grade/)

1. The purpose of this memorandum is to provide recruitment results and recommended selection for subject position based upon screening criteria used by an evaluation panel for resumes, interviews, and references.

2. A total of XX resumes were received for this position. Based on resume reviews, XX candidates were interviewed. The board recommends:

a. Selectee: Ms. Jane L. Doe. Basis for selection: (Provide a short Paragraph on why this candidate is the best qualified derived from resume, interview, and reference checks).

b. First Alternate: Mr. John G. Doe

c. Second Alternate: Mr. Joe K. Smith

3. The Hiring/Evaluation panel consisted of:

a. Panel Chair: Name/Position/Title/Grade

b. Panel Member: Name/Position/Title/Grade

c. Panel Member: Name/Position/Title/Grade

d. Panel Member: Name/Position/Title/Grade

e. Panel Member: Name/Position/Title/Grade

f. Non-Voting Member, Name, Equal Employment Office, Fort Leonard Wood

4. References from current and previous supervisors were obtained on each of the top candidates. All received favorable endorsements.

5. The POC is (first line supervisor/rater) name, title, phone and email.

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//signature//

FIRST A LAST NAME

Title (First line supervisor/rater)

TAB A: Final Panel Results

TAB B: Results/Scoring of Resume Review

TAB C: Results/Scoring of Interview

TAB D: References

TAB E: Resumes of Top five Candidates

Approve/Disapprove *//signature and date//*

FIRST A LAST NAME

Title (Selecting official)