

SOP Template: Selection and Final Approval Protocol

This SOP details the **selection and final approval protocol**, outlining the comprehensive procedures for candidate evaluation, criteria assessment, and decision-making processes. It emphasizes the importance of management sign-off to ensure accountability and validation of the final selection. The protocol covers steps for initial screening, detailed review, consensus-building among stakeholders, and formal approval by authorized management personnel to maintain transparency and organizational standards.

1. Purpose

To define the process for selection and final approval of candidates, ensuring standardized, unbiased, and transparent decision-making, with mandatory management sign-off.

2. Scope

This protocol applies to all personnel selection processes conducted within the organization, including both internal and external candidates.

3. Responsibilities

Role	Responsibility
Hiring Manager	Leads evaluation, coordinates assessments, presents recommendations.
Selection Panel	Participates in candidate review, provides input, assists in consensus-building.
HR Representative	Ensures process compliance, documents proceedings, facilitates communication.
Management (Sign-off Authority)	Reviews final selection, provides official approval, and signs formal documentation.

4. Definitions

- **Consensus:** General agreement among the review panel on the selected candidate.
- **Management Sign-off:** Formal endorsement by authorized decision-makers validating the selection outcome.

5. Procedure

1. **Initial Screening**
 - Review all applications for minimum qualifications and completeness.
 - Shortlist eligible candidates for further evaluation.
2. **Detailed Assessment**
 - Evaluate shortlisted candidates using predefined criteria (e.g., interviews, assessments, references).
 - Score or rank candidates based on results.
3. **Stakeholder Review and Consensus-Building**
 - Hold panel discussion to review findings and candidate fit.
 - Document input and establish consensus on preferred candidate(s).
4. **Recommendation Submission**
 - Submit recommendation report, including ranking, rationale, and supporting documentation, to management.
5. **Final Review and Management Sign-off**
 - Management reviews recommended candidate(s) and rationale.
 - Confirm compliance with organizational policies and standards.
 - Formally endorse the selection by signing the approval form.
6. **Notification and Documentation**
 - Notify selected and non-selected candidates.
 - File all evaluation records and approval documentation for auditing purposes.

6. Documentation and Records

- Screening checklists and evaluation forms
- Consensus meeting minutes
- Final recommendation report
- Management sign-off form (see sample below)

7. Sample Management Sign-off Form

Candidate Name	Position	Approver Name & Title	Signature	Date	Comments

8. Review and Revision

This SOP will be reviewed annually or as needed to ensure ongoing relevance and compliance with organizational standards.