

SOP: Final Selection, Committee Approval, and Offer Letter Preparation

This SOP details the **final selection, committee approval, and offer letter preparation** process, including candidate evaluation criteria, committee review and consensus, documentation of selection decisions, drafting of offer letters, and communication protocols. The purpose is to ensure a transparent, consistent, and efficient hiring process that upholds organizational standards and legal compliance, culminating in the timely issuance of formal employment offers to selected candidates.

1. Purpose

To provide a standardized process for final candidate selection, ensure proper approvals, document decisions, and issue offer letters efficiently and transparently.

2. Scope

This SOP applies to all positions requiring committee-based hiring decisions within [Organization Name].

3. Responsibilities

- **Hiring Committee:** Evaluate finalists, reach consensus, and document decisions.
- **HR Department:** Record documentation, draft, review, and send offer letters, maintain compliance.
- **Hiring Manager:** Collaborate in evaluation and offer preparation.

4. Procedure

- 1. Candidate Evaluation**
 - Review each finalist's credentials using standardized evaluation criteria (see suggested template below).
 - Score candidates based on agreed criteria (e.g., experience, qualifications, interview performance, fit).
- 2. Committee Review and Consensus**
 - Convene selection committee meeting.
 - Discuss candidate strengths and weaknesses.
 - Seek consensus on the selected candidate. If consensus cannot be reached, follow majority voting.
- 3. Documentation of Selection**
 - Record the selection rationale and votes in the hiring file.
 - Retain evaluation sheets or notes as required by policy.
- 4. Committee Approval**
 - Obtain formal approval signatures from committee chair and HR (or as required by policy).
- 5. Offer Letter Preparation**
 - HR drafts the offer letter using the approved template and verifies details (title, compensation, conditions).
 - Ensure compliance with all relevant laws and organizational policies.
 - Offer letter is reviewed and signed by authorized signatory.
- 6. Communication and Issuance**
 - Send offer letter to selected candidate via secure email or portal.
 - Confirm receipt and answer candidate queries.
 - Document all communications for reference.
- 7. Post-Offer Protocol**
 - Upon candidate's acceptance, initiate onboarding process.
 - Notify other applicants of the selection outcome courteously.

5. Candidate Evaluation Criteria (Sample Table)

Criterion	Description	Score (1-5)	Comments
Qualifications	Relevant education and certifications		
Experience	Years and relevance to role		

Interview Performance	Communication, knowledge, cultural fit		
Technical Skills	Role-specific expertise		
Overall Recommendation	Summary judgement		

6. Offer Letter Drafting Checklist

- Candidate full name and address
- Position title and department
- Start date and reporting manager
- Compensation and benefits details
- Employment conditions and contingencies
- Response deadline
- Contact information for queries
- Required attachments (e.g., policy handbook, benefits summary)

7. Compliance & Documentation

- All decisions must be properly documented and stored.
- Maintain confidentiality of candidate information.
- Ensure adherence to equal opportunity and anti-discrimination policies.

8. Revision and Review

This SOP will be reviewed annually, or as required based on regulatory/organizational changes.