



CANDIDATE TRANSMITTAL

Submitted by: _____

Date Submitted: _____

Candidate Name: _____

Job Title: _____

Requisition Number: _____

Contract: _____

Name of **Hiring Manager** designated to give OK to Hire: _____

(if OK to Hire is required for competency evaluation approval)

Additional individuals to be included on OK to Hire email: _____

(if OK to Hire is required for competency evaluation approval)

Notes / special instructions for the Credentialing Department:

Will this candidate treat children and / or adolescents?

Yes

No

Please select one of the following options:

If the Credentialing Department requires additional information related to this candidate's credentialing file – the Credentialing Department should contact the candidate directly to obtain the required information.

If the Credentialing Department requires additional information related to this candidate's credentialing file – the Credentialing Department should inform the Recruiter. The Recruiter will contact the candidate, obtain the required information and provide it to the Credentialing Department.