

# Reasons for Not Selecting Candidates for Position

## Reasons for Not Selecting Candidates for Positions

Reasons for not selecting candidates must be specific and job-related. Reasons may not be related to race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, status as a disabled veteran, veteran (as covered by law), or other factors prohibited by law. **Enter the code numbers of the reasons for not selecting candidates for a position in eWork. Contact the Office for Equity and Diversity Services for reasons A13, B5, and C5.** The coded responses of reasons for not selecting candidates become part of the record for each position vacancy and may be examined to monitor compliance with Equal Employment Opportunity and good faith search efforts.

### Candidate's Choice

- A1 Withdrew to accept another job
- A2 Asked not to be considered
- A3 Declined the position when offered
- A4 Accepted another position within the University
- A5 Refused or unable to accept job duties, work schedule, or other job-related conditions
- A6 Required higher salary than authorized
- A7 Would not relocate
- A8 Not available for employment at the time needed
- A9 No job opportunity for spouse
- A10 Failed to submit complete application materials
- A11 Failed to respond for requests for additional information
- A12 Not available or no show for interview
- A13 Other (please attach explanation)

### Qualifications

- B1 Candidate did not meet advertised requirements for position.
- B2 Reference check unsatisfactory
- B3 Candidate selected had more relevant training and/or experience.
- B4 Candidate well qualified for the position, but quality of relevant training and/or experience was higher in the candidate selected. This candidate would be considered for the position if the first choice declines.
- B5 Other (please attach explanation)

### Results of Interview and/or Seminar/Lecture

- C1 Interview revealed that candidate was not interested in required functions of the position.
- C2 Interview revealed that the candidate was not well prepared.
- C3 Public presentation revealed that the candidate was not well prepared.
- C4 Public presentation did not demonstrate the level of teaching and/or research ability expected in the position.
- C5 Other (please attach explanation)

These guidelines do not cover every situation that may arise in the selection process. If you have any questions, please contact the Office for Equity and Diversity Services.

# Reasons for Not Selecting (Directions)

Articulating a reason for not hiring a particular applicant is an important part of the hiring process. Each time a search takes place the individuals involved in the hiring process are expected to provide justification for the selection of the most qualified candidate. It is equally important to be able to provide this for applicants that are not hired.

The Offices of Equity and Diversity Services and Human Resources & Payroll have modified eWork to consistently document and record why particular applicants are not selected.

A reason for rejection is a quick and easy step for tracking this information in eWork. The categories are broken up into three areas:

1. Candidate's Choice; A1-A13
2. Qualifications; B1-B5
3. Results of Interview and/or Seminar/Lecture; C1-C5

You will be able to select the appropriate reason listed under the corresponding category. If you are unable to identify the appropriate reason, you will have the option to select "Other." Please note when this choice is selected, you will need to contact Equity and Diversity Services at 3-8730. The "other" codes are A13, B5, and C5.

When changing the status of an applicant, you will now notice the "Reasons for Not Selecting" function next to the column labeled "Status".

## Change Applicant Status

**Change For All Applicants:** **Status** **Not Hired Reason**  
Not Hired Reason Definitions

Interviewed (by phone) Choose Option Below:

Click on the text in "Blue" for a list of "Not Hired Reason Definitions" to retain for your records.

The Not Hired Reasons will automatically populate only when "Not Hired" is selected from the Status column. *Please see below.*

## Change Applicant Status

**Change For All Applicants:** **Status** **Not Hired Reason**  
Not Hired Reason Definitions

Not Hired Choose Option Below:

Notice that the "Not Hired Reason" text box has increased in length.

Choose the appropriate reason from the drop down list for each applicant.

*Note: You will still be able to change multiple candidates at once.*

## Change Applicant Status

Change For All Applicants:			Status	Not Hired Reason
			<input type="text" value="Not Hired"/>	<input type="text" value="Choose Option Below:"/>
				<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Choose Option Below:</p> <ul style="list-style-type: none"> <li>A1 - Withrew to accept another job</li> <li>A2 - Asked not to be considered</li> <li>A3 - Declined the position when offered</li> <li>A4 - Accepted another position with the University</li> <li>A5 - Refused or unable to accept job duties, work schedule, or other job related condition</li> <li>A6 - Required higher salary then authorized</li> <li>A7 - Would not relocate</li> <li>A8 - Not available for employment at the time needed</li> <li>A9 - No job opportunity for spouse</li> <li>A10 - Failed to submit complete application materials</li> <li>A11 - Failed to respond for request for additional information</li> <li>A12 - Not available for interview</li> <li>A13 - Other (contact HR or Equity Office)</li> <li>B1 - Candidate did not meet advertised requirements for position</li> <li>B2 - Reference check unsatisfactory</li> <li>B3 - Candidate selected had more relevant training and/or experience</li> <li>B4 - Candidate well qualified. Will be considered if first choice declines.</li> <li>B5 - Other (contact HR or Equity Office)</li> <li>C1 - Interview revealed that candidate was not interested in req'd functions of position</li> <li>C2 - Interview revealed that the candidate was not well prepared</li> <li>C3 - Public presentation revealed the candidate was not well prepared</li> <li>C4 - Public presentation revealed did not demonstrate teaching/research level req'd</li> <li>C5 - Other (contact HR or Equity Office)</li> </ul> </div>
Name	Documents	Status		
<a href="#">View Staff Application</a>	<a href="#">Res</a>	<input type="text" value="Not Hired"/>		
<a href="#">View Staff Application</a>	<a href="#">Res</a>	<input type="text" value="Not Hired"/>		
<a href="#">View Staff Application</a>	<a href="#">Res</a>	<input type="text" value="Not Hired"/>		

The function is simple to use and will save you time from having to separately document duplicate information when viewing applicant pools. Prior to submitting the position for HR approval, please be sure to select a reason for not selecting each candidate who is not being hired. This is a required field and a job can not be “Filled” unless this step is completed.