

Harvey Mudd College

Guide to Reasons for Not Selecting An Applicant for a Position

	Reason	Definition
1	Not able to contact - 2 or more attempts	At least two attempts were made to contact the applicant but could not reach or applicant did not respond.
2	Cancelled or failed to show for interview	The applicant did not show for interview.
3	Not considered after initial screening	During or after initial screening of the application or other documents (if required), applicant was not recommended for further consideration. Decision is typically based on how or whether the applicant's experience or education matches what is required of the position.
4	Not considered after phone screen	Based on the phone screen, applicant does not demonstrate that demeanor, communication skills, experience and qualifications that are suitable for the position and/or department.
5	Not considered after in-person interview	Based on the in-person interview, the applicant does not demonstrate having the communication skills, demeanor, capability, experience, knowledge, skills and/or other qualifications that are suitable for the position and/or department.
6	Lacks minimum requirements	Applicant does not meet the minimum qualifications in the job opening. This may be evident during the initial screening or may become evident during a phone or in-person interview.
7	Not best qualified	While applicant met minimum qualifications, there are other applicants whose qualifications are better suited for the position and/or department.
8	Cannot meet applicant salary requirements	Applicant's salary requirement is too high.
9	Not available for required hours	Not available to work hours for the position.
10	Lacks favorable references	Information obtained from a professional reference indicates concerns over qualifications, background, skills, knowledge, etc. Information may disclose discrepancies on application.
11	Declined job offer	Offer was made to an applicant, but the applicant declined the offer due to any number of reasons such as being no longer interested in the position or the applicant accepted a position elsewhere. Applicant may elect to not disclose reason.
12	Internal Transfer	The position was filled internally by an employee as a career opportunity within the department or College.
13	Applied after position was filled	Applicant applied for position that was already filled.
14	Not eligible to work in U.S.	Unable to provide legal documents to work in the United States
15	Did not meet pre-employment requirements (e.g. background check)	The results of the applicant's background check, DMV check and/or physical capacity test did not meet job-related criteria (HR notifies Hiring Manager).
16	No show for first day of work	Applicant did not report to work on first day and no reasonable or acceptable rationale provided.
17	Candidate withdrew	Prior to the position being filled and closed, the applicant voluntarily withdrew from consideration for the position.
18	Search Cancelled	Department decided to cancel the posting.