

## REASONS FOR NOT SELECTING AN APPLICANT FOR A POSITION

Reason	Definition
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.
Cancelled or failed to show for interview	The applicant did not show for interview.
Not considered after initial screening	Decision is typically based on how or whether the applicant's experience or education matches what is required of the position.
Not considered after phone screen	Applicant did not demonstrate having the demeanor, communication skills, and other qualifications that are suitable for the position.
Not considered after in-person interview	Applicant did not demonstrate having the communication skills, demeanor, capability, experience, knowledge, skills and/or other qualifications that are suitable for the position.
Lacks minimum requirements	Applicant does not meet the position's minimum qualifications described in the posting.
Not best qualified	While applicant met minimum qualifications, there are other applicants whose qualifications are better suited for the position.
Cannot meet applicant salary requirements	Applicant's salary requirement is too high.
Not available for required hours	Not available to work hours for the position.
Lacks favorable references	Information obtained from a professional reference indicates concerns over qualifications, background, skills, knowledge, etc. Information may disclose discrepancies on application.
Declined job offer	Offer was made to an applicant, but the applicant declined the offer due to any number of reasons.
Internal Transfer	The position was filled internally by a current employee.
Applied after position was filled	Applicant applied for position that was already filled.
Not eligible to work in U.S.	Unable to provide legal documents to work in the United States
Did not meet pre-employment requirements (e.g. background check)	The results of the applicant's background check did not meet job-related criteria (HR notifies Hiring Manager).
No show for first day of work	Applicant did not report to work on first day and no reasonable or acceptable rationale provided.
Candidate withdrew	Applicant voluntarily withdrew from consideration.
Search Cancelled	Department decided to cancel the posting.