<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Selection Action</th>
<th>Reasons for Non-Selection</th>
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<tbody>
<tr>
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<td>S = Selected / NS = Not Selected</td>
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Hiring Manager’s Signature ___________________________ Date ____________
EXAMPLES OF REASONS FOR NON-SELECTION

AVAILABILITY
1. Contacted but declined interview
2. Unable to contact
3. Withdrew from consideration
4. Accepted another offer
5. Applicant not available for this position’s schedule such as night work, overtime, weekends, etc.

EXPERIENCE
6. Application review shows unacceptable work history
7. Application shows lack of directly related experience
8. Sufficient experience but less than the selected candidate
9. Lacks directly related experience
10. Application review shows insufficient skill level
11. Applicant does not meet experience requirements advertised

EDUCATION
12. Sufficient education/training but less than selected candidate
13. Lacks directly related education/training
14. Could perform duties only after extensive training
15. Applicant does not meet education requirements advertised

INTERVIEW
16. Interview showed inconsistency with application information
17. Interview showed unacceptable communication skills
18. Interview showed lack of sufficient, directly related knowledge
19. Interview showed lack of understanding of the scope of the position’s duties
20. Interview showed strong candidate, but not as strong as other applicants

REFERENCE
21. Reference information indicates insufficient experience
22. Reference information indicates unacceptable work history
23. Reference information indicates inadequate education
24. Reference information indicates inconsistency with application
25. Reference information shows good work record but does not match with position’s requirements
26. Unable to check references
27. References not compatible with job duties

SALARY RATE
28. Position funding insufficient to meet referral’s salary requirement
29. Referral’s salary requirement would create salary inequity(ies)

UNDER CONSIDERATION
30. Applicant still under consideration