

Department of Administration
Non-Selection Reasons Checklist

Revised 09-29-06

Instructions: Select the reason(s) best matching your job-related non-selection decision. List the reason's corresponding letter and number in the space provided under each Referral's name. For example, if Referral Jane Doe declined an interview, your reason is A1. You may have more than one reason; indicate all reasons that apply.

A. AVAILABILITY

1. contacted but declined interview
2. unable to contact
3. withdrew from consideration
4. accepted offer outside DOA / selected another DOA position
5. referral is not available for this position's schedule requirements, such as night work, overtime weekends, etc.
6. contacted but did not show for interview

B. EXPERIENCE

6. application review shows unacceptable work history
7. application does not show sufficient number of desired preferences.
8. application shows sufficient experience, but less than the selected candidate
9. application does not reflect as many preferences as the criteria for Highly Qualified.
10. application review shows insufficient skill level
11. application does not meet selected criteria in the vacancy announcement

C. EDUCATION

12. application shows sufficient education/training but less than selected candidate
13. application lacks directly related education and training
14. applicant could perform duties only after extensive training
15. applicant does not meet education requirements advertised

D. 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 applicant selected

E. REFERENCE

21. reference information indicates insufficient experience
22. reference information indicates unacceptable work experience
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 indicate the applicant's experience is not compatible with job duties

F. PRIORITY REEMPLOYMENT

28. selected reduction-in-force (RIF) candidate
29. selected workers' compensation candidate

G. SALARY EXPECTATIONS

30. position funding insufficient to meet referral's salary requirement
31. applicant's salary requirement would create salary inequity (ies)