

Department of Administration
Non-Selection Reasons Checklist

Revised 12-03-12

Instructions: When completing the Applicant Referral Record Documentation sheet with names of the “Most Qualified” candidates - Select the reason best matching your job-related non-selection decision for each applicant. 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 “A-1”
- If applicant John Smith did not submit required information or had inconsistent application, your non-select reason would be “B-10”
- If applicant Paul Johnson was interviewed, was a good candidate, but not a 1st, 2nd or 3rd choice, the non-select reason would be “C-13”
- If applicant Mona Peterbilt was interviewed, was a poor interview and during the interview did not reflect the competencies she had listed on her application, the non-select reason would be “C-10” or “C-11” or “C-12”

If applicant was interviewed, the non-selection reason will usually come from the “C” or “D” sections.

NOTE: Only applicants whose name is on the Screening Summary form (applications forwarded to Division from HR) need to be coded on the Applicant Referral Record Documentation Continuation Sheet – all other candidates who applied would just need to be referenced as “All Other Applicants – B-8”

NON-SELECT REASON CODES

A. AVAILABILITY

1. Contacted but declined interview (try to document reason why applicant declined offer)
2. Unable to contact (document what phone numbers called, how often and when)
3. Withdrew from consideration (notate if withdrew before or after interview)
4. Accepted offer outside DOA / selected another DOA position
5. Contacted but did not show for interview

B. EXPERIENCE AND/OR APPLICATION

7. Application does not reflect/meet minimum education/training experience required
8. Application does not reflect/meet “Select Criteria” set for Most Qualified candidates
9. Application was incomplete, missing required information or inconsistent

C. INTERVIEW

10. Interview showed inconsistency with application information
11. Interview showed unacceptable communication skills
12. Interview showed lack of sufficient, related knowledge or understanding of duties.
13. Interview showed strong candidate, but not as strong as other applicant selected
14. Recently interviewed candidate for same type position, not recommended

D. REFERENCE

15. Reference information indicates unacceptable work experience/performance
16. Reference information indicates inadequate education
17. Reference information indicates inconsistency with application
18. Unable to check references
19. References indicate the applicant's experience is not compatible with job duties