Position Title: _____   **Department:** _____

Candidate: _____   **Date of Interview:** _____

☐ **THIS CANDIDATE IS RECOMMENDED FOR HIRE TO HUMAN RESOURCES FOR REVIEWAND APPROVAL.**

☐ **THIS CANDIDATE NOT SELECTED FOR HIRE FOR THE FOLLOWING REASON(S)**

Based upon the information obtained at the conclusion of all interviews for this position this candidate was<u>NOT</u> recommended for one or more of the following reasons: (check ONE reason)

☐ **Does not meet minimum qualifications**	☐ **Teaching demonstration unacceptable**
☐ **Not enough experience**	☐ **Unable to schedule interview**
☐ **Lacks supervisory experience**	☐ **Applicant failed to appear for interview**
☐ **Experience not appropriate for position**	☐ **Interview responses unacceptable**
☐ **Lacks required educational background**	☐ **Research presentation unacceptable**
☐ **Lacks required certification(s)/license(s)**	☐ **Not willing to commit to contracted times**
☐ **Applicant declined offer**	☐ **Unacceptable background check**
☐ **Inadequate/unfavorable reference(s)**	☐ **Candidate withdrew**
☐ **Not available for required hours**	☐ **Incomplete Application**
☐ **Cannot meet applicant salary requirement**	☐ **Not eligible to work in the United States**
☐ **Conflict of interest**	☐ **Met minimum qualifications, but was lower ranking**
☐ **Did not meet pre-employment requirements**	☐ **Accepted another position (on/off campus)**
☐ **Requires relocation package**	☐ **Good candidate- Second choice**
☐ **Interview revealed selected candidate has more experience**	☐ **Interview revealed selected candidate more qualified**
☐ **Applicant's teaching preference does not match open position**	☐ **Relatively weak knowledge, skills & abilities as compared to the job description**

Please write SPECIFIC REASON(S) to support your decision.

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