

EEO SELECTION REPORT

For Faculty Positions

This Report Prepared By:	Hire Date:
Position To Be Filled: (Title/Position#)	
Department:	
Check all that apply: Full-Time <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-Tenure Track <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/>	
Name of Faculty Member Replaced:	
Member of Selection Committee:	
I. Job Offers Made But Refused	
NAME	REASON
City, State, Zip	
City, State, Zip	
City, State, Zip	
City, State, Zip	
City, State, Zip	
City, State, Zip	
II. Interviewees Not Selected. (Include applicants interviewed at conferences, walk-ins, and telephone interviews.)	
NAME	NONSELECTION REASON
	Non-Selection Reason
City, State, Zip	
	Non-Selection Reason
City, State, Zip	
	Non-Selection Reason
City, State, Zip	

Non-Selection Reason	
City, State, Zip	
Non-Selection Reason	
City, State, Zip	
III. Candidate Hired	
NAME	SALARY
City, State, Zip	

Reasons for Non-Selection of Applicants

- Reasons for non-selection must be *specific* and *job-related*. detailed explanations are required for codes 1, 2, 3, 4 and 6.

- *When application materials are screened to determine candidates to be interviewed and/or interviews conducted and a selection made, the following reasons are generally acceptable for rejecting applicants/candidates.*
 1. Not enough experience.
 2. Lacks required educational background.
 3. Does not meet minimum qualifications.
 4. Inadequate references.
 5. Candidate withdrew application.
 6. Proficiencies not as strong as selected candidate.
 7. No interest.
 8. Lacks required certification(s)/licenses(s)
 9. Lacks supervisory experience.
 10. Experience not appropriate for position.
 11. Not available for required hours.
 12. Cannot meet applicant salary requirements.
 13. Did not meet pre-employment requirements.
 14. Requires relocation package.
 15. Not willing to commit to contracted time.
 16. Conflict of interest.

NOTE: When determining a reason for non-selection during the applicant screening/interviewing/hiring process, you may use any of the numbered reasons listed. If multiple reasons may apply use the single most significant reason for non-selection. Please contact Human Resources if you need further assistance.