

# 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:	
Members of Selection Committee:	
<b>I. Job Offers Made But Refused</b>	
NAME	REASON
City, State, Zip	
City, State, Zip	
City, State, Zip	
City, State, Zip	
City, State, Zip	
City, State, Zip	
<b>II. Interviewees Not Selected. (Include applicants interviewed at conferences, walk-ins, and telephone interviews.)</b>	
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	
Non-Selection Reason	
City, State, Zip	
<b>III. Candidate Hired</b>	
NAME	SALARY
City, State, Zip	

## Reasons for Non-Selection of Applicants

- Reasons for non-selection must be *specific* and *job-related*. Only the number corresponding to the appropriate reason needs to be listed on the EEO Selection Report.
- *When application materials are screened* to determine candidates to be interviewed, the following reasons are generally acceptable for rejecting applicants.
  1. Experience less related to the requirements of the position.
  2. Education or certification less related to the requirements of the position.
  3. Lacks minimum requirements.
  4. Unsatisfactory references.
  5. Withdrew application.
- *After interviews have been conducted and a selection made*, the following reasons are generally acceptable for rejecting applicants.
  6. Proficiencies not as strong as selected candidate.
  7. Lack of interest in job.
  8. Interpersonal and communication skills not as strong as selected candidate.
  9. Declined position.
  10. Unable to contact.

\*When determining a reason for non-selection during the hiring process, you may use any of the numbers above, 1-10. Please contact the Human Resources if you need further assistance.