

EEO SELECTION REPORT
for Classified and Wage Positions

The EEO Selection Report is to be completed after the final hiring decision has been approved and the candidate has accepted the position. Attach supporting documentation as instructed and send the completed form to the Department of Human Resources, Box 6889.

Department _____

Report Prepared By _____

Position Number _____ Hire Date _____

Position Title _____

I. Interviewees Not Selected. Indicate appropriate code for non-selection reasons 1-16 on the back of this form. Attach copies of rejection letters or write the date of telephone or personal contact.

Table with 4 columns: Name, Non-Selection Reason*, Rejection Notice/Date. Contains 5 numbered rows for candidate information.

II. Candidate Hired.

Table with 3 columns: Name, SS#, Salary. Includes a row for City, State, Zip.

Give specific, job-related reasons this candidate was hired.

Two horizontal lines for providing reasons for hiring.

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.