

# 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 1-10 on the back of this form. Attach copies of rejection letters or write the date of telephone or personal contact.

Name	Non-Selection Reason*	Rejection Notice/Date
1. _____ City, State, Zip _____ *Explanation _____		
2. _____ City, State, Zip _____ *Explanation _____		
3. _____ City, State, Zip _____ *Explanation _____		
4. _____ City, State, Zip _____ *Explanation _____		
5. _____ City, State, Zip _____ *Explanation _____		

**II. Candidate Hired.**

Name	SS#	Salary
_____	_____	_____
City, State, Zip _____		

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

### Reasons for Non-Selection of Applicants

- Reasons for non-selection must be *specific* and *job-related*. Additional, detailed explanations are required for codes 1, 2, 3, 4 and 6.
- *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 Human Resources if you need further assistance.