

**Applicant Not Hired/Selected Reasons**

In OPDRS, once you have decided an applicant is not a top candidate, a not hired/selected reason must be identified.

The list of system not hired/selected reasons for both Faculty and Staff are listed below.

	<b>Staff</b>
1	Application errors/incomplete
2	Failed to provide required or requested application documents/materials
3	Work history inconsistencies/pattern of concern
4	Personnel file indicates hiring concerns
5	Does not meet minimum/required qualifications
6	Lacks preferred qualifications
7	Lacks sufficient education/training/certification
8	Experience insufficient or not as strong as finalist(s)
9	Education or experience incompatible
10	Job-related knowledge/skills/abilities insufficient or not as strong as finalist(s)
11	Failed to respond/Unable to contact
12	Declined interview/Unavailable for interview
13	Failed to demonstrate effective communication skills
14	Failed to adequately answer interview questions
15	Unavailable for employment at designated start date
16	Unable to work required shift
17	Requires a higher salary than able to offer
18	Requires relocation package
19	Inadequate references
20	Unsuccessful background check
21	Did not meet pre-employment requirements
22	Would be considered if the first choice declined
23	Accepted another job
24	Withdrew from consideration
25	Declined offer of employment
26	Considered internal/promotional candidates only
27	Position claimed by layoff candidate
28	Position canceled

	<b>Faculty</b>
1	Application errors/incomplete
2	Failed to provide required or requested application documents/materials
3	Failed to respond to requests for additional information or materials
4	Personnel file indicates hiring concerns
5	Does not meet minimum/required qualifications
6	Does not possess required or related degree
7	Lacks preferred qualifications
8	Unsatisfactory and/or untimely progress toward a terminal degree
9	Insufficient administrative experience
10	Insufficient teaching/library/counseling experience or not as strong as finalist(s)
11	Experience outside the primary responsibilities of the position
12	Experience not appropriate for position
13	Education or experience incompatible
14	Area of specialization of interest overlaps significantly with those of current members of the department
15	Area of secondary competence incompatible with the needs of the department
16	Lack of demonstrated research skills
17	Lack of demonstrated record of obtaining external funding
18	Creative artwork judged inadequate by the search committee on the basis of submitted materials
19	Insufficient technical competence in the primary area
20	Insufficient publication (composition, exhibition) record or not as strong as finalist(s)
21	Insufficient service record or not as strong as selected finalist(s)
22	Seminar/lecture/interview failed to demonstrate scholarly substance
23	Failed to respond/Unable to contact
24	Declined interview/Unavailable for interview
25	Failed to demonstrate effective communication skills
26	Seminar/lecture/interview demonstrated a communication problem
27	Unavailable for employment at designated start date
28	Not willing to commit to contracted time
29	Not available for required hours
30	Requires a higher salary than able to offer
31	Requires relocation package
32	Inadequate references
33	Unsuccessful background check
34	Did not meet pre-employment requirements
35	Would be considered if the first choice declined
36	No job opportunity for partner/spouse
37	Accepted another job
38	Withdrew from consideration
39	Declined offer of employment
40	Position canceled
41	Work history inconsistencies/pattern of concern