

## Screening and Interviewing Report

### To: Supervisor Responsible for Making Staffing Recommendations

The Staff Employment Office will collect and review applications received in response to a specific job posting, as well as applications of qualified candidates in the active application files. This form is intended to assist you in complying with the University's non-discrimination guidelines and Equal Employment Opportunity/Affirmative Action policy. Completed forms must be signed, dated, and returned to the Staff Employment Office, Room 102, Shelbie King Hall along with the applications before Staff Employment will make an offer of employment.

Name of Applicant	Routed to	
Position/Title referred	Date	
Department	Bldg.	Room

### To Be Completed By Reviewing Manager

1. Was the above applicant interviewed?  
A. ☐ Yes: Date of interview

Interviewer

Interviewer

2. Is applicant recommended for hire?  
A. ☐ Yes: Job-related reasons applicant is considered best qualified.

B. ☐ No: Job-related reason for not interviewing  
(Suggested responses are listed below)

B. ☐ No: Job-related reason applicant is not recommended for hire (Suggested responses are listed below)

Signature of Reviewing Manager or Supervisor

Date

### In Regard to Items 1.B and 2.B:

The law does not require the selection of unqualified persons for job vacancies. It does require that selections are based on valid and job-related criteria; and, furthermore, that these criteria are applied consistently to all applicants. Any of the following statements, if applicable, would be suitable reasons for rejection as long as the selected candidate could not be ruled out by the same statement, or another appropriate job-related statement may be used. Type in one of these suggested responses, or list another appropriate job-related statement that is specific in reason in the space provided.

1. Does not meet preferred requirements as posted.
2. Cannot meet work schedule.
3. Unrelated experience.
4. No longer interested in the position.
5. Less related experience than person selected.
6. Less related training/education than person selected.
7. Lower skill level than person selected.
8. Cannot meet salary requirements.
9. Declined offer.
10. Poor written and/or verbal communication skills.
11. Did not show for interview.
12. Negative reference was received by Staff Employment.
13. Other: (Specify)