

When you must select a reason for an applicant not to be hired, these will be your choices:

Did not appear for interview

Failure to take appropriate test for position

Interviewed but not recommended for hire – **DO NOT USE**

Qualifications do not meet requirements for present job opening

Qualified for job, but proposed applicant has more job related education

Qualified for job, but proposed applicant has more job related experience

Position no longer available

Rejected offer of employment

Test scores do not meet minimum for position

Unfavorable interview

Unfavorable reference check

Withdrew name

Work history not satisfactory for position for which applied

Other – **MUST GIVE AN EXPLANATION**