

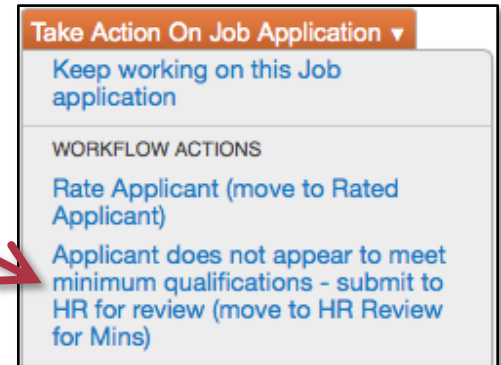


Quick Reference Guide: Ratings, Statuses and Reason Codes Defined - Classified and Non-Classified Staff

Purpose: This quick reference guide will outline the statuses and various selection reason options in the Recommend to Interview process in PeopleAdmin 7.

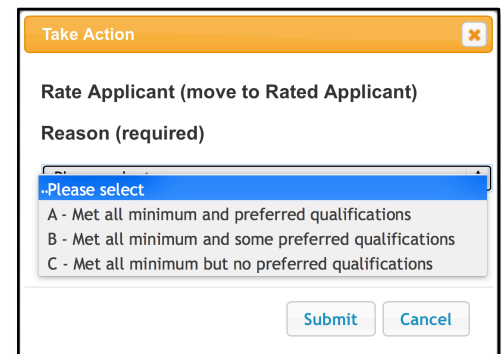
1. To rate applicants and choose the appropriate status/reason options the user must be under the role of **Applicant Reviewer**.

2. **REVIEW FOR MINIMUM QUALIFICATIONS:** Departments must review applicants, who pass the initial screening questions, for minimum qualifications. If the applicant does not appear to meet the minimum qualifications, a rating is not required. To indicate that the minimum qualifications haven't been met, hover over the **Take Action on Job Application**, and choose **Applicant does not appear to meet minimum qualifications - submit to HR for Review**.



3. Rate the Applicant with the appropriate reason. Hover over the **Take Action on Job Application**, and choose **Rate Applicant**. The following options are available:

- A: Met **ALL** minimum and preferred qualifications
- B: Met all minimum and **SOME** preferred qualifications
- C: Met all minimum but **NO** preferred qualifications.



4. After the applicant is rated, the applicant status will need to be updated to reflect an appropriate status along with an appropriate selection reason. If Pre-Screening Interviews are going to be conducted, choose **Selected for Pre-Screening Interview**, and begin the process. See **Table 1** for status and selection reason options. If Pre-Screening interviews will not be conducted, move on to **Table 2**.

Pre-Screenings Interviews Conducted Statuses	No Pre-Screenings Interviews Statuses
Selected for Final Interview	Selected for Final Interview
Second Tier	Second Tier
Pre-Interview Screened, Not Selected for Final Interview	Not Selected for Final Interview
Pre-Interview Screened, No Further Consideration	No Further Consideration

Table 1: Status for applicants that have been pre-screened

Status	Selection Reason: Rationale for Selection Reason
Selected for Final Interview	No Selection Reason Required: <i>Approval must be granted BEFORE final interview(s) are conducted.</i>
Second Tier	No Selection Reason Required: <i>Applicants are the 'second choice' after the initial interview request.</i>
Pre-Interview Screened, Not Selected for Final Interview (email at filled) <i>Applicants at this stage can potentially be contacted for interview, if a viable candidate is not found with the initial request for interview or with the request to interview the second tier applicants.</i>	<ul style="list-style-type: none"> • Did not meet all preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>Documentation must be kept noting the time/date in which the notification was given.</i> • Frequent job changes: <i>Review the reason for leaving a position before selecting Frequent Job Changes.</i> • Education/credentials less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final interview • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview • Position not being filled • Not available for Pre-Interview: <i>Used for applicants who do not respond to the request for pre-interview screening</i>
Pre-Interview Screened, No Further Consideration (Email during review process) <i>Applicants with this status will no longer be available for the department to request for interview, even if all other applicants have been interviewed.</i>	<ul style="list-style-type: none"> • Did not complete required process • Frequent job changes • Experience not applicable to position: <i>Should ONLY be used if experience is not a minimum qualification.</i> • Unfavorable references/work history • Weak communication skills (written and/or oral) • Position not being filled • Applicant Withdrew: <i>If an applicant withdrew, documentation must be kept noting the time/date in which the application was withdrawn.</i> • Ineffective Interview • Not available for Pre-Interview: <i>Used for applicants who do not respond to the request for pre-interview screening</i>


Table 2: Status for applicants with no pre-screening

Status	Selection Reason: Rationale for Selection Reason
Selected for Final Interview	No Selection Reason Required: <i>Approval must be granted BEFORE final interview(s) are conducted.</i>
Second Tier	No Selection Reason Required: <i>Applicants are the 'second choice' after the initial interview request.</i>
Not Selected for Final Interview (email at filled)	<ul style="list-style-type: none"> • Did not meet the preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>Documentation must be kept noting the time/date in which the notification was given.</i> • Frequent job changes: <i>Review the reason for leaving a position before selecting Frequent Job Changes.</i> • Education/credentials less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final interview • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview • Position not being filled
No Further Consideration (email during review process) <i>Applicants with this status will no longer be available for the department to request for interview, even if all other applicants have been interviewed.</i>	<ul style="list-style-type: none"> • Did not complete required process • Frequent job changes • Experience not applicable to position: <i>Should ONLY be used if experience is not a minimum qualification.</i> • Unfavorable references/work history • Weak communication skills (written and/or oral) • Position not being filled



Once interview approval has been given and the department has conducted the final interview for all applicable candidates, all candidates must be changed to their final status and reason code before the hire proposal can be reviewed and approved. See **Table 3** for status and selection reason options.

Table 3: Status for applicants that have been interviewed

Status	Selection Reason: Rationale for Selection Reason
Recommend for Hire	No Selection Reason Required: <i>Approval must be granted BEFORE final interview(s) are conducted.</i>
Approved for Interview, Not Hired	<ul style="list-style-type: none"> • Did not meet the preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>Documentation must be kept noting the time/date in which the notification was given.</i> • Frequent job changes: <i>Review the reason for leaving a position before selecting Frequent Job Changes.</i> • Education/credentials less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final interview • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview • Position not being filled • Not Available for Interview: <i>Used for applicants who do not respond to the request for interview.</i> • Hiring Proposal Canceled – Offer Declined