

REASONS FOR NON-SELECTION CODE SHEETS

Documentation is time consuming, but worth every bit of effort if challenged, or if we are reviewed at a later date and need to provide the reasons for non-selection.

Group I - Candidate's Option (Give Group Number and Letter, e.g., I-A)

- A - Failed to complete application.
- B - No response for additional information.
- C - Required recommendations/slides/portfolios not submitted in time for interview.
- D - Available only at level other than advertised.
- E - Withdrew application.
- F - Accepted another job.
- G - Not available for interview.
- H - Would not relocate to Carbondale.
- I - Spouse/family did not want to relocate to Carbondale.
- J - Offered the position, but declined. Please try to ascertain reason.
- K - Interviewed, but accepted another position before offer could be extended.
- L - No job opportunity in area for spouse.
- M - Required a higher salary than was authorized.
- N - Not available at required starting time.
- O - Other (attach explanation)

Group II - Degree Related (Give Group Number and Letter)

- A - Did not possess a terminal degree.
- B - Degree not in field compatible with needs of department/unit as advertised.
- C - Terminal degree not completed and no evidence that it will be by time of hire or within a reasonably expected period thereafter.
- D - Degree granting institution not as strong in the field as that of candidate selected. **(Exercise caution here. Strengths of degree granting institutions could be widely disparate, if this reason is**

used. Also, a female's option of schools may have depended on her spouse's career, so use this reason cautiously for females.)

E - Other (attach explanation)

GROUP III - Professional Experience/Teaching Related (Give Group Number and Letter)

A - Specialization area overlaps those of current members and does not fit with needs of department/unit as advertised.

B - Secondary specialization incompatible with needs of department/unit as advertised.

C - Applicant's professional experience/teaching/performance not suitable for the position.

D - Insufficient professional experience/teaching/performance compared to candidate selected.

E - Interview revealed the candidate was not interested in the diversity of the assignment required for the position.

F - Insufficient technical competence in the required area.

G - Interview/seminar/lecture/performance demonstrated a communication problem.

H - Interview/seminar/lecture/performance demonstrated a language barrier.

I - Other (attach explanation)

Group IV - Research/Publication/Creative Activity (Give Group Number and Letter)

A - Candidate selected has better record of research/publication/creative activity.

B - Insufficient research/publication/creative activity.

C - Research/publication/creative activity judged inadequate on basis of peer review.

D - Lacked demonstrated research/publication/creative skills.

E - Research/publication/creative activity not appropriate to position as advertised.

F - Insufficient research/publication/creative activity given years of experience.

G - Research/publication/creative activity does not support teaching assignment.

H - Seminar/lecture/performance failed to demonstrate scholarly or creative substance.

I - Other (attach explanation)

Group V - Miscellaneous (Give Group Number and Letter)

- A - History of difficult inter-personal relationships. **(Use cautiously and only when a history truly exists which can be documented - racism and sexism are sometimes related to this difficulty).**
- B - Potential conflict of interest with University interests.
- C - Lacked qualifications for the areas listed in position description and advertising.
- D - Candidate well qualified, but quality of teaching/research/experience was higher in the candidate selected. This candidate would be considered for the position if the first choice candidate declines.
USE ONLY FOR CANDIDATES ON SECOND SCREENING LIST OR FINAL INTERVIEW POOL LIST.
- E - Other (attach explanation)

Group VI - Administration (use in combination with other non-selection group reasons)

- A - Applicant's experience was outside the primary advertised area of responsibility.
- B - Insufficient administrative experience.
- C - Candidate not interested in teaching component of the position.
- D - Contributions in the service area insufficient (lack of participation in professional organizations and university committees).
- E - No demonstrable record of obtaining external funding (use only if the person selected had such a record, and it was specifically mentioned as a responsibility in the advertisement).
- F - Other (attach explanation)