The following are some examples of appropriately worded text to use when documenting a committee’s reasons for selecting or non-selecting candidates.

**Examples of Reasons for Selecting Qualified Candidates**

- Extensive educational background as well as teaching experience at the middle and high school level in an urban and suburban setting
- Has experience differentiating instruction to meet the needs of the students
- Specific answers given in the interview that he/she works well with diverse/difficult students and situations
- Demonstrated ability to work in a team environment
- Good applicable experience related to performing all aspects of the job
- Ability to work independently, detailed specific as well as a positive attitude
- Strong presentation skills, great energy and enthusiasm
- Demonstrates a thorough knowledge of the job
- Extensive experience with supervising as well as familiar with most tasks associated with job

**Examples of Reasons for Non-selecting Candidates**

- Does not demonstrate a familiarity with the specific concept of the job
- Did not demonstrate an enthusiastic and helpful customer service ethic. The responses to the customer service related questions indicated little desire to work directly with the public.
- Candidate stated that he/she could not work the required hours for the position
- Does not possess the extent of overall experience, including supervision of student assistants, as the position indicated
- Lacks in-depth experience
- Lacks ability to work independently
- Less detail oriented
- Could handle the job but had inadequate communication skills

Resource:
Information provided by the AA/EEO Office as of 2/13/12