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

**Suggested Examples of Reasons for Selecting Qualified Candidates:**

- Extensive educational background, as well as teaching experience at the middle and high-school levels in both urban and suburban settings
- Experience differentiating instruction to meet the needs of the students
- Works well with diverse/difficult students and situations (specific answers given)
- Demonstrated ability to work in a team environment
- Good applicable experience related to performing all aspects of the job
- Ability to work independently, as well as a positive attitude
- Strong presentation skills/great energy and enthusiasm
- Demonstrates a thorough knowledge of the job
- Extensive supervisory experience, as well as a familiarity with most tasks associated with job

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

- Does not possess the extent of overall experience, including supervision of student assistants, as the position indicated
- Lacks in-depth experience
- Could handle the job but had inadequate communication skills
- Does not demonstrate a familiarity with the specific concept of the job
- Inability to work independently
- Did not demonstrate an enthusiastic and helpful customer service ethic; responses to the customer-service-related questions indicated little desire to work directly with the public
- Could not work the required hours for the position
- Lacks attention to detail

Resource:
The University of Akron EEO/AA Office