

**Hire Process Quick Notes**

**Reasons to Select/Non-select Candidates**

The following are some 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 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

**Suggested 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 2016