

Classified Staff Selection Criteria

(to be completed by interviewing department)

In order to assure a fair and consistent interview process and to answer questions from applicants who were not selected, the following record must be maintained on all persons interviewed for a position.

Interview date/time _____

Applicant _____ Position _____ Job Opening # _____
Position type (check as applicable) _____ Full-time _____ Part-time _____ 12 mo. _____ 9mo. _____ Intermittent

Applicant was _____ selected _____ not selected. If not selected, check the appropriate box(es) below and provide comments on reason(s) for non-selection:

_____ Lacked desired/necessary work experience. Explain - _____

_____ Lacked necessary education and/or training. Explain - - _____

_____ Qualifications not competitive with other applicants. Explain - _____

_____ Lack of computer knowledge or trade skill. Explain - - _____

_____ Review of performance evaluations/references. Explain - - _____

_____ Lacked customer relations/communication skills. Explain - - _____

_____ Not available for necessary shifts/work periods. Explain - - _____

_____ Applicant withdrew.

For additional reasons for non-selection, attach additional page(s) as necessary.

Interviewer(s) name (s)/title(s) please print

Signature(s) of interviewer(s)