

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

**Recruitment Record**

*The chair of the screening committee must complete and sign, in detail, this cover sheet for each applicant denoting the decision of consideration for the position. The forms must be returned promptly after selection process is complete.*

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Was Applicant interviewed? Yes \_\_\_\_ No \_\_\_\_

Was Applicant employed? Yes \_\_\_\_ No \_\_\_\_ Reasons Employed (List Specific Qualifications): \_\_\_\_\_

What good faith efforts were taken to consider diverse, qualified candidates? Please list:

Reason(s) not employed:

\_\_\_\_ Applicant rejected the interview and/or offer.

\_\_\_\_ Applicant withdrew from consideration/no longer interested due to other employment, salary, etc.

\_\_\_\_ Applicant was interviewed, but for the following reason(s) was not employed: \_\_\_\_\_

\_\_\_\_ Applicant failed to meet minimum qualifications per job description/advertisement. List those specific qualifications. \_\_\_\_\_

\_\_\_\_ Applicant has no previous job experience or insufficient relevant experience.

\_\_\_\_ Applicant lacks necessary job-related qualifications. List those specific qualifications. \_\_\_\_\_

\_\_\_\_ Another applicant was better qualified for the following reasons: (“better fit” for our program is not specific)

\_\_\_\_ Applicant is unable to do the job because she/he cannot work on the days or hours required or cannot physically perform the work, and because reasonable accommodation will not work or will cause undue hardship.

\_\_\_\_ Applicant has bad references (relevant to job duties).

\_\_\_\_ Applicant falsified information on the application.

\_\_\_\_ Applicant is not legally eligible to work in the United States during appointment period.

*I hereby certify that the recruitment effort follows the University Equal Opportunity Statement and that selection does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures.*

\_\_\_\_\_  
*Chair of Screening Committee*