

Recruitment

Summary

Equal Opportunity Office ~ 200K Morgan Hall ~ 785-670-1509

|  |  |
| --- | --- |
| Position Title: | Recruitment Number: |
| Department: | Email: |
| Phone: |  |

Websites or Organizations where you have distributed recruitment information for this position:

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Search Committee:

|  |  |
| --- | --- |
| Name | Title |
| Chair: |  |
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Applicant Summary:

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| --- | --- | --- | --- |
| Applicant | Interviewed  Yes No | | Reason for non-selection (e.g., did not meet minimum education) |
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Candidate Hired:

First Choice:

|  |  |
| --- | --- |
| Name: |  |
| Reason for Selection (Strengths/weaknesses): |  |

Second Choice (mark N/A if first choice accepts or the search is failed):

|  |  |
| --- | --- |
| Name: |  |
| Reason for Selection (Strengths/Weaknesses): |  |

Third Choice (mark N/A if first or second choice accepts or the search is failed):

|  |  |
| --- | --- |
| Name: |  |
| Reason for Selection  (Strengths/weaknesses): |  |

|  |  |
| --- | --- |
| **COLLEGE/SCHOOL APPROVAL** | |
| The recruitment summary form has been reviewed and approved by the Dean and/or the Vice President of Academic Affairs (VPAA). | |
| Dean: | Date: |
| VPAA (if indicated): | Date: |

Strategic Disposition Codes

Strategic dispositions codes allow the employer to designate when the applicant is no longer being considered for the position, why the applicant is no longer being considered and who determined the applicant was no longer being considered for the job under consideration. Strategic disposition codes enable the employer to clearly explain why applicants are removed from consideration in the event there is a question of adverse impact. It is imperative that the employer clearly and concisely develop basic job qualifications for each job prior to developing a screening tool or advertising a job. Basic qualifications must be non-comparative (e.g., 2 years experience), objective/measurable (B.S. degree in accounting), and relevant (accounting degree for an accounting position).

*Examples of Strategic Disposition Codes*

*Resume Screen*

* Does not meet minimum qualifications (e.g., experience, education)
* Not willing to work for advertised salary
* Incomplete application
* Unsolicited application
* Applied for specific position, but no position is open
* Did not follow application process
* Did not indicate specific position

*Phone Screen/ Interview*

* Did not return calls (documented 3 attempts)
* Not willing to work advertised hours
* Interviewed
* No show to interview
* Interviewed, withdrew application
* Declined interview
* Weak communication skills
* Lacks interest/willingness to travel
* Not interested in geographic location of position
* Did not meet some of the preferred qualifications (explain)
* Did not meet any of the preferred qualifications

*Job Offer*

* Declined job offer
* Unsuccessful background check
* Hired
* Not eligible to work in the United States
* Unsatisfactory references
* Lacks required clearances
* No show for first day of work
* Did not demonstrate proficient knowledge, skills, and abilities that selected candidate demonstrated during the interview
* Hired