PeopleAdmin - Updated
Non-Selection Reason Codes

**Applicant Review**
- Applicant does not meet posted educational requirements
- Applicant does not meet qualifications and experience requirements posted
- Applicant does not meet the posted essential skills requirements
- Applicant review shows lack of directly related skills and abilities
- Applicant review shows sufficient qualifications and experience, but less than the selected candidate
- Applicant review shows sufficient skills and abilities, but less than the selected candidate
- Contacted but declined interview / No Show
- Unable to contact
- Other (open text box provided)

**Screening**
- Withdrew from consideration
- Applicant does not meet posted educational requirements
- Accepted another offer
- Screening interview showed lack of directly related skills and abilities
- Screening interview showed sufficient skills and abilities, but less than the selected candidate
- Unable to contact
- Inadequate communication skills demonstrated during interview
- Other (open text box provided)

**Final Status**
- Accepted another offer
- Applicant does not meet posted Educational Requirements
- Applicant does not meet qualifications and experience requirements posted
- Applicant does not meet the posted essential skills requirements
- Applicant review shows lack of directly related skills and abilities
- Applicant review shows sufficient qualifications and experience, but less than the selected candidate
- Applicant review shows sufficient skills and abilities, but less than the selected candidate
- Contacted but declined interview / No Show
- Inadequate communication skills demonstrated during interview
- Interview showed lack of directly related skills and abilities
- Interview showed sufficient skills and abilities, but less than the selected candidate
- Unable to contact
- Unacceptable / unfavorable recommendation from reference(s)
- Unacceptable criminal history, credit history, driving history
- Withdraw from consideration
- Other (open text box provided)

**Important Notes**
An email will immediately be sent to the applicant when one of the following applicant workflow states is selected:
- Screening Interview, Not Selected (Email)
- Not Interviewed, Not Selected (Email)
- Interviewed, Not Selected (Email)

Please be certain that any candidate this workflow is used for will not be selected as a candidate even as a secondary choice.

Additional Resources are located on the OHR website under Hiring Manager Information in the Using PeopleAdmin section or in the Hiring Playbook.

Additional Resources Include:
- Non-Selection Reason Codes
- PeopleAdmin Auto Email Communication Templates
- FAQs

Contact your assigned Talent Acquisition Partner (TAP) in OHR at 919-843-2300 with questions.

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