

# 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

Withdrawn from consideration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

Withdrawn from consideration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.