

APPLICANT RECOMMENDATION AND RANKING SHEET

Position Title _____ Department _____

Open and Close Dates _____

This form is to be completed by the hiring Department Head/Dean after completing the interview/selection process. Please rank the candidates by how well they meet the established qualifications and selection criteria, by placing the best-qualified candidate first. Under the comment section be sure to note the reason why you are or are not recommending the candidate for hire. Reasons should be limited to position suitability. Rank all candidates interviewed. Be sure to always interview at least three candidates.

RANK	APPLICANT NAME	DATE OF INTERVIEW	AA CODE	COMMENTS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Interviewing Department Head/Dean _____

Employment Specialist _____ Date _____

REASONS NOT TO SELECT MAY INCLUDE, BUT ARE NOT LIMITED TO:

- a. Does not possess appropriate degree and/or education as described in the position announcement.
- b. Does not possess appropriate skill level for the position.
- c. Does not meet minimum qualification requirements.
- d. Does not possess the right kind of work experience of this position.
- e. Career goals do not match position.
- f. Salary range expectations do not match the position description.
- g. Interpersonal skills not appropriate for the position.
- h. Unacceptable references.
- i. Not as much _____ as top candidate.
- j. Education and work experience does not match the college needs as well as top candidate.

Please keep in mind that if challenged by a candidate that did not receive the position, you, as interviewing supervisor will have to support your reason for not selecting. Be careful in recording your comments on each candidate. Keep comments to position related concerns, not personal.