

Applicant Review & Assessment (Professional)

HR-TMS – Under Review by Department - Not Interviewed – Not Selected

- D1 – Application incomplete
- D2 – Submission received after position closed or filled
- D3 – Does not meet minimum qualifications - education
- D4 – Does not meet minimum qualifications - experience
- D5 – Does not meet minimum qualifications - other required license/certification/credential
- D6 – Did not leave the university in good standing
- D9– Experience not as strong as other candidates
- D10 – Education not as strong as other candidate
- D11 – Duplicate application
- D12 – Candidate withdrew from consideration (pre-offer)
- D13 – Candidate not eligible to work in the U.S.
- D14 – Later discovered fraudulent information in application/interview materials
- D15 – Position not filled
- D16 – Failed search
- D17 – Hiring Freeze
- D18 – Retiree – Not eligible for benefited positions
- D19 – Unable to verify/unsatisfactory references

Phone Pre-Screen

HR-TMS Phone Screen (Interviewed, Not Hired – Email when filled)

- P1 – Unable to contact candidate
- P2– Not available/late for interview
- P3– Lack of interest in the position
- P4– Experience not as strong as other candidates
- P5– Education not as strong as other candidates
- P6– Not eligible for hire/transfer (cannot work required shift)
- P7– Candidate withdrew from consideration (pre-offer)
- P8– Candidate not eligible to work in the U.S.
- P9– Later discovered fraudulent information in application/interview materials
- P10– Position not filled
- P11– Failed search
- P12– Hiring freeze
- P13 – Unable to verify/unsatisfactory references.

HR-TMS Request for Interview/Interviewed not Hired Status

- I1 – Unable to contact candidate
- I2 – Did not show/late for interview
- 3I – Lack of interest in the position
- I4 – Experience not as strong as other candidates
- I5 – Education not as strong as other candidates
- I6 – Qualified but skill set not as strong as top candidate
- I7 – Unable to verify all employment during seven (7) years immediately preceding application
- I8 – Unable to verify all experience that qualifies individual for position
- I9– Unable to verify all academic diplomas and degrees
- I10 – Unable to verify all required licensure(s)/certifications
- I11 – Unable to verify/unsatisfactory references
- I12 – Candidate withdrew from consideration (pre-offer)
- I13 – Candidate not eligible to work in the U.S.
- I14 – Later discovered fraudulent information in application/interview materials
- I15 – Position not filled
- I16 – Failed search

HR-TMS Recommended for Hire – Not Hired

- R1 – Not eligible for hire/transfer (delinquent account)
- R2– Not eligible for hire/transfer (extended leave)
- R3 – Not eligible for hire/transfer (cannot work required shift)
- R4 – Did not satisfactorily pass criminal background check
- R5– Did not satisfactorily pass credit/tax background check
- R6– Declined – no longer interested in position (post-offer)
- R7– Declined – pay and/or benefits
- R8– Declined – location
- R9– Declined – work shift
- R10 – Candidate withdrew from consideration (pre-offer)
- R11– Candidate not eligible to work in the U.S.
- R12– Later discovered fraudulent information in application/interview materials
- R13– Position not filled
- R14– Failed search
- R15– Hiring freeze

2.1.19