McNeese State University
APPLICATION AND INTERVIEW FLOW CHART
Full-Time, Part-Time, and Visiting Lecturers
(One Flow Chart for Each Position)
(Please Type or Print)

POSITION TITLE: _____ **DEPARTMENT:** _____

POSITION NUMBER: _____ **DEPARTMENT NUMBER:** _____

Date Application Received	List All Applicants (someone who applied for the position and did not later express unwillingness to take position) (Last, First, Middle)	Rejected (did not meet minimum qualifications) Yes/No	Contacted/ Failed to Respond Yes/No	Declined Interview Yes/No	In House Test – If Required Pass/Fail	Interviewed T = Telephone C = Campus	Declined Job Offer Yes/No	*Reason for Non-Selection or Hired (Select Number)

*NON-SELECTION REASONS: (Use all that apply)	**(1)** Experience less related to the requirements of the position **(2)** Education or certification less related to the requirements of the position **(3)** Lacks minimum requirements **(4)** Unsatisfactory references **(5)** Withdrew application **(6)** Proficiencies not as strong as selected candidate **(7)** Lack of interest in job **(8)** Interpersonal and communication skills not as strong as selected candidate **(9)** Declined position **(10)** Unable to contact **(11)** Committee/Supervisor Decision **(12)** Hired

_____ _____
Committee Chair **Date**

_____ _____
Department Head/Director **Date**

_____ _____
Dean/Administrator **Date**

_____ _____
Director of Human Resources/ Appointing Authority Classified Employment Only **Date**

_____ _____
Vice President Office of Special Services and Equity Unclassified Employment Only **Date**