HPF10

McNeese State University

APPLICATION AND INTERVIEW FLOW CHART

(Please Type or Print)

POSITION TITLE: _____ **DEPARTMENT:** _____ **POSITION #:** _____

Date Application Received (mm/dd/yy)	**Applicant Name** (Last, First)	**Rejected** Yes/No	**Failed to Respond** Yes/No	**Declined Interview** Yes/No	**In House Test** Pass/Fail	**Interviewed** T = Telephone S = Skype C = Campus	***Non-Selection or Selection Reason** (Select Number)

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

Signatures:

_____	_____	_____	_____
Committee Chair	**Date**	**Department Head/Director**	**Date**
_____	_____	_____	_____
Dean/Administrator	**Date**	**Chief Diversity Officer**	**Date**