UD TALENTLINK

DECLINATION STATUSES

STAFF:

Search Committee unsuccessful: When the first search committee review is conducted, and it is determined to not move forward with the candidate

Interview 1 Unsuccessful: After conducting an interview, it is determined to not move forward with the Candidate at this stage in the process.

**Interview 2 statuses are the same as the Interview 1, but for the second round.

FACULTY:

Search committee unsuccessful: When the first search committee review is conducted, and it is determined to not move forward with the candidate

Semi-finalist Interview Unsuccessful: After conducting an interview, it is determined to not move forward with the Candidate at this stage in the process.

Finalist Interview Unsuccessful: After conducting an interview, it is determined to not move forward with Candidate at this stage in the process

REASONS FOR DECLINING:

Does not meet basic qualifications—education: Use this status when a candidate does not have the minimum requirement for education (example: the job description requires a bachelor's degree, and the candidate doesn't have a bachelor's degree or the equivalent combination of education and experience).

Does not meet basic qualifications—experience: Use this status when a candidate does not have the minimum requirement for experience (example: the job description requires 4 years experience, and the candidate only has two years experience without the equivalent combination of education and experience).

Does not meet basic qualifications—skills: Use this status when a candidate doesn't have the required skill set needed to do the job successfully. (example: the job description requires training and experience maintaining a clean room, and the candidate hasn't ever been trained or had experience in this area).

Does not meet basic qualifications—certifications/licenses: Use this status when a candidate does not have the required certifications/licenses needed to do the job successfully. (example: the job description requires a certification for something like management, projects, IT, accreditation, etc., and the candidate doesn't have it).

More qualified candidate selected—education: Use this status when a candidate meets the required education requirement, but there was a candidate in the pool who was more qualified based on their level of education compared to this candidate. (example: the requirement was a high school diploma, but bachelor's was preferred).

More qualified candidate selected—skills: Use this status when a candidate meets the required skills needed to do the job successfully, but there was another candidate in the pool who had more extensive skills. (example: the job description requires advanced Excel techniques and the selected candidate provided examples of what they can do in Excel, which is greater than another candidate).

More qualified candidate selected—experience: Use this status when a candidate meets the required experience requirement, but there was a candidate in the pool who was more qualified based on their level of experience compared to this candidate. (example: the requirement was 2 years experience, but 4 years experience was preferred).

Not considered—position filled/applied too late: Use this status when a candidate applied after the communicated deadline or if the search was already underway and the hired candidate was already selected.

Not eligible for rehire— former employee: Use this status when a candidate was documented in the system as "not eligible for rehire' based on prior work experience with the University.

Recruitment Cancelled—Position Changes: Use this status when a position has been posted, and then changed, and the recruitment process needs to be restarted or cancelled.