

ROSTER OF APPLICANTS

DEPARTMENT: _____ SEARCH NO: _____

POSITION: _____

HIRING SUPERVISOR: _____ PHONE: _____

DIRECTIONS:

- On the reverse side, list the names of ALL applicants. Please leave the grayed areas blank. They are for Human Resources use only.
- If an applicant is not being interviewed, select the reason code(s) from the *Reason for Nonselection Codes*, below.

REASON FOR NONSELECTION CODES (TO BE USED ON REVERSE)

A-1 Candidate withdrew from consideration (e.g. candidate asked not to be considered, was not willing to relocate, had accepted another job, found limited/no job opportunities for spouse, requires a higher salary or higher level position than authorized, or would not be available by the position starting date).

A-2 Incomplete applicant file (e.g. candidate failed to submit required materials or application materials were not submitted in time to be considered by the Search Committee, or the candidate failed to respond to request for additional information).

QUALIFICATIONS-DEGREE:

B-1 Candidate does not possess the degree specified in the position description or the equivalent years of experience.

QUALIFICATIONS-TECHNICAL COMPETENCE, AND/OR EXPERIENCE:

C-1 Candidate lacked qualifications for the areas listed in the position description and as advertised.

C-2 Candidate did not have sufficient technical competence or experience in the primary area advertised or this experience was not suitable for the position.

C-3 Candidate does not meet the needs of the department unit (e.g. candidate's area of specialization overlaps significantly with those of current members of the unit/department or candidate's area of secondary competence is not compatible with departmental/unit needs as advertised.)

MISCELLANEOUS:

D-1 Candidate is well qualified for the position, but the quality of experience is higher in other candidates.

D-2 Candidate's references are weak/unfavorable or questioned the suitability of the candidate.

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CANDIDATES NOT BEING INTERVIEWED:

Confidential: Affirmative Action Use Only

| Applicant name (last name, first first) | Phone Interview (yes/No) | REASON CODE (See Reverse side) | Gender | | Ethnicity | | | | | | | | Veteran Status | |
|--|-----------------------------|-----------------------------------|--------|---|-----------|---|---|-----|---|---|-----|----|----------------|--|
| | | | M | F | H | W | B | P/I | A | B | A/I | 2+ | | |
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APPLICANTS BEING INTERVIEWED

Confidential: Affirmative Action Use Only

| Applicant name (last name first) | Gender | | Ethnicity | | | | | | | Veteran Status | |
|-------------------------------------|--------|---|-----------|---|---|-----|---|-----|----|----------------|--|
| | M | F | H | W | B | P/I | A | A/I | 2+ | | |
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ETHNICITY KEY

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|---|--|
| H: Hispanic or Latino | P/I: Pacific Islander or Nataive Hawaiian (non-Hispanic) |
| W: White (non-Hispanic) | A: Asian (non-Hispanic) |
| B: Black or African American (non-Hispanic) | A/I: American Indian of Alaska Native (non-Hispanic) |
| | 2+: (non-Hispanic) |

SOURCE (where you saw this position advertised):

Personal Contact Chronicle of Higher Ed Duluth News Tribune Daily Telegram HigherEdJobs.com
 UW-Superior Website Professional or other journal/website (Please identify specific source) _____

