

Medical College of Georgia

Interview and Selection Form

This Form Must Be Completed Before Employment Can Be Approved

Position Information

Title: _____ **Department Name:** _____ **Budget Unit No.** _____ **Position No:** _____

Interviewer Information (Please print the name of each person who interviews the candidates for position.)

Departmental Interviewer(s) / Ext: _____

Interview Reason Codes

- | | | | |
|--|--|---|----------------------|
| 1 Interviewed, better candidate chosen | 5 Qualified, but not interviewed | 7 Recruitment canceled/postponed | 9 Selected candidate |
| 2 Interviewed, unacceptable work history or references | 6a Withdrew, accepted other position | 8a Unqualified, lacks education/experience | |
| 3 Interviewed, applicant declined offer | 6b Withdrew, terms of employment | 8b Unqualified, applicant process incomplete | |
| 4a Interviewed, lacked education/experience | 6c Withdrew, did not show for interview | 8c Unqualified, did not pass employment test | |
| 4b Interviewed, withdrew | 6d Withdrew, did not show for start date | 8d Former employee, currently not eligible for rehire | |
| 4c Interviewed, employment test not passed | 6e Withdrew, other (comment requested) | | |

Interview Results (Please Print)

Applicant Name	Date Interviewed	Requirements Met (yes / no)			Interview Reason Codes	Comments
		Education	Position Requirements	Position Responsibilities		

Would your department prefer to send the letters to/make contact with applicants not selected or would you like HR to take care of this? _____

Applicant Selected: _____ **Expected Start Date:** _____

Signature of Departmental Official responsible for making selection _____ Date _____

HR Generalist Only			
Salary Offered: \$	Date Offered:	Agreed upon date to start:	Initials:

Current Disposition Codes

New Codes	Explanation
A1 – Interviewed better candidate selected	A more qualified candidate was selected for the position.
A2 – Interviewed, unacceptable work history or references	This candidate did not receive favorable work references or work history was not acceptable
A3 – Interviewed, applicant declined offer	An offer was extended but the candidate declined.
A4a Interviewed, lacked education/experience	The interviewed candidate lacked education/experience for the position.
A4b – Interviewed, withdrew	The candidate was interviewed but requested to be withdrawn from consideration.
A4c – Interviewed, employment test(s) not passed	The candidate was interviewed but did not successfully pass employment test(s).
A5 – Qualified but not interviewed	The candidate was qualified but was not interviewed
A6a – Withdrew, accepted other position	The applicant withdrew to accept other position
A6b – Withdrew, terms of employment	The candidate withdrew due to terms of employment (schedule, availability, etc.)
A6c – Withdrew, no show for interview	The candidate did not show for scheduled interview.
A6d – Withdrew, no show for start date	The candidate selected did not show for start date.
A6e – Withdrew, other	Withdrew, other (comments required)
A7 – Recruitment canceled/postponed	The department has decided to cancel or postpone the recruitment.
A8a – Unqualified, lacked education/experience	The applicant lacked the education/experience for the position.
A8b – Unqualified, application process incomplete. Explanation:	The application process incomplete. The applicant did not submit all requested application materials.
A8c – Unqualified, employment test(s) not passed	The candidate did not successfully pass employment test(s).
A8d – Former employee not eligible for rehire at this time	A former employee currently who is not eligible for rehire at this time
A9 – Selected candidate	9A – Selected candidate