

Sponsored Programs Foundation EEO Application Review Form

Instructions: Based on one of the reasons below, select the corresponding (numbered) Category on page two. For example, if the applicant does not meet the minimum qualifications for the job due to lack of required education, use reason *Does not meet minimum qualifications - education* and mark *Category 2. Not Qualified* on page two. Copy and paste reason from below into Disposition Reason column on page two.

Please note: Applicants that submitted after the review date/deadline should not be included on the Disposition Form.
 Always use 1. *INCOMPLETE / INELIGIBLE TO WORK / WITHDREW BEFORE INTERVIEW* if applicant withdraws from pool before interview.
 Always use 2. *NOT QUALIFIED* if the applicant does not meet the minimum qualifications.
 Only mark one Disposition Category box (on page two) for each applicant.

Disposition Reasons:

1	INCOMPLETE / INELIGIBLE / WITHDREW BEFORE INTERVIEW
	Didn't follow rule for submission/Incomplete Application
	Not Eligible to work in the U.S.
	Application/resume cannot be read
	Withdrew Prior to Interview Explicit (person stated he/she was no longer interested)
	Withdrew Prior to Interview Implicit (person never returned call or email – at least two attempts to call or email must be made before using this disposition code; also be sure to document attempts to contact) date attempts
	Withdrew – No meeting of minds re shift, schedule, start date or other conditions of job
2	NOT QUALIFIED
	Does not meet minimum qualification – license/certification
	Does not meet minimum qualification – education
	Does not meet minimum qualification – experience/amount
	Does not meet minimum qualification – experience/relevant
	Does not meet minimum qualification – second language fluency
	Does not meet minimum qualification – job related felony conviction
	Does not meet minimum qualification – job related drug offense
3	REJECTED AND NOT INTERVIEWED
	Not eligible for re-hire (former employee)
	Current employee: performance or attendance issue
	Abuse of application process
	No prior work history
	Unsatisfactory prior work history
	Experiences/skills do not demonstrate a match for job sought
	Not as qualified: education
	Not as qualified: experience
	Not as qualified: skills with or without reasonable accommodation
	Could not demonstrate ability to perform essential functions of the job. (job qualifications must specify essential functions)

4	CONDUCTED IN-PERSON INTERVIEW – APPLICANT NOT HIRED
	Interviewed: failed to confirm qualifications on application
	Interviewed: poor interpersonal or communication skills
	Interviewed: unprofessional dress/demeanor
5	CONDUCTED PHONE INTERVIEW – APPLICANT NOT HIRED
	Telephone interview: failed to confirm qualifications on application
	Telephone interview: poor interpersonal or communication skills
	Telephone interview: unprofessional demeanor
	Telephone interview: lacks sufficient interest/commitment to job sought
6	FINAL APPLICANT – NOT HIRED
	Unable to confirm work experience/references
	Unsatisfactory work references
	Failed criminal background check
	Failed pre-employment drug test
	Falsified application/resume
	Failed to produce required documentation, license, certification.
	Declined job offer
	Selected, but did not show for first day of work
	Selected, but unsatisfactory I-9 documentation
7	OTHER – APPLICANT NOT HIRED
	Withdrew after interview – Applicant no longer interested
	Other reason: Please explain reason so that is understandable to the average person
8	ASSIGNED – TO BE HIRED
	Selected and Assigned
	Current Employee Re-assigned

