



**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Division of Human Resources**  
**APPLICANT SELECTION CODES**

- A. AVAILABILITY
  - 1. contacted but declined interview
  - 2. unable to contact
  - 3. withdrew from consideration
  - 4. accepted another offer of employment
  - 5. position offered but applicant declined
  - 6. failed to show for interview
  
- B. EXPERIENCE
  - 7. application review shows insufficient work history
  - 8. sufficient experience but less than the selected candidate
  - 9. interview indicated insufficient experience
  - 10. application review shows insufficient skill level
  - 11. applicant lacks current license or certification
  - 12. application review shows unstable work history
  
- C. EDUCATION
  - 13. sufficient education/training but less than recommended candidate
  - 14. lacks directly related education/training
  - 15. could perform duties only after extensive training
  - 16. BFOQ (ADA); cannot meet physical requirements
  
- D. INTERVIEW
  - 17. interview showed inconsistency with application information
  - 18. interview showed unacceptable communication skills
  - 19. interview showed lack of sufficient, directly related knowledge, skills, and abilities
  - 20. interview showed lack of understanding of the scope of the position's duties
  - 21. interview showed strong candidate, but not as strong as recommended applicant
  
- E. REFERENCE
  - 22. reference information indicates insufficient experience
  - 23. reference information indicates unrelated work history
  - 24. reference information indicates inadequate education
  - 25. reference information indicates inconsistency with application
  - 26. reference information shows good work record but not as strong as recommended applicant
  - 27. unable to check reference
  - 28. unfavorable reference information
  
- F. PRIORITY RE-EMPLOYMENT
  - 29. recommended RIF candidate
  - 30. recommended worker's compensation candidate
  
- G. SALARY RATE
  - 31. position funding insufficient to meet candidate's salary requirement
  - 32. candidate's salary requirement would create salary inequity(ies)
  
- H. SELECTION
  - 33. applicant recommended for position
  - 34. drug test positive
  - 35. criminal record check reveals criminal history
  - 36. did not pass physical requirements test