APPLICANT SELECTION LOG

Clears All Entered Information

Job #:	Initial Review Date:	Hiring Unit Contact/Ext.
Working Title:		Hiring Unit:

- Indicate the number of each criterion on the selection guide used to screen applications:

Applicants Released to Hiring Unit	List numbers of criteria not met as strongly as those selected for interview (including Alternates)	Comments	Write "I" selected for Interview; "A" if Alternate	Indicate date and how applicant was notified

SHR/Employment provides the reasons documented on this form for non-selection to applicants upon request. Individuals requesting additional information will be referred to the Hiring Manager documented in the Recruitment Management System (RMS). Hiring Managers should send completed form to their HR Service Team Representative. Recruitment files will be retained by the Service Team for 3 years.

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