Justifications

The following graphics are guidelines to help you populate the justifications (reasons) for “Hire or Non-Hire,” “Interviewed, Not Selected for Hire,” “Declined Offer or Withdrew Application,” “Special Consideration,” and “Hired.”

**Justifications (Reasons for Hire or Non-hire)**

Interviewed is not a final application status. If applicant was interviewed, you will need to select one of the following as a final status:

- Interviewed, not selected for hire
- Declined offer or withdrew application
- Special consideration applicant was hired
- Hired

**Justifications (Reasons for ‘interviewed, not selected for hire’)**

Interviewed, not selected for hire examples: (only need one reason)

- Applicant has less experience than the applicant selected.
- Applicant scored lower in interviews with selection committee than applicant selected.
- Use if multiple posting and person was hired, contact PS for additional info.
- During interview process applicant did not communicate as effectively as candidate hired.
Justifications (Reasons for ‘declined offer or withdrew application’)

Declined offer or withdrew application examples: (only need one reason)
✓ Applicant did not return phone call
✓ No show
✓ Unable to contact
✓ Withdrew application

Justifications (Special Consideration)

(Justification for Non-Hire)
If a Special Consideration Applicant was hired, then no explanation within the Reason status is necessary.
Hired examples: Quantifying applicant experience is required*, in addition to other reason(s), which should tie back to reasons other applicants weren’t hired.

✓ Required: For quantifying experiences and/or skill set, link it to their unique experience and skill set, for example, ‘Applicant has 20 years of human resource experience, including 5 years within UT’.
✓ Additional reason(s) example: Applicant has ...... (correlate reasons hired to reasons other applicants weren’t hired.)
✓ Additional reason(s) example: Applicant scored higher in interviews with selection committee than other applicants.

*If special consideration is hired, then no reasons are necessary.