THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

HUMAN RESOURCE SERVICES - STAFFING AND COMPENSATION SERVICES DIVISION

Recruitment Disposition Summary Form for Non-Selected Individuals

Instructions: This summary form must be completed at the conclusion of the recruitment cycle for a posted position. Enter the requisition number in the space provided, insert the names of all non- selected individuals in the appropriate spaces provided, check-off the reason(s) that each individual was not selected, and sign-off in the space provided. Once completed, attach the summary form on top of the required resumes and/or applications, and return the entire package to the Staffing and Compensation Services Division team member who served as the recruiter

Requisition Number: _____

Section I
The individual is considered a **Job Seeker** because he/she did not meet the entry-level qualifications stated on the University classification description for the vacant position, as follows:[Check all that apply]

Section II
If the individual is not a Job Seeker, they are considered either an **Applicant** or a **Candidate.**

Applicant: Individual met entry-level qualifications stated on the University classification description for the vacant position, but was not interviewed based upon the factors selected in Section III.

Candidate: Individual met the entry-level qualifications stated on the University classification description for the vacant position, was interviewed, but was not selected based upon the factors selected in Section III.

Please check Applicant or Candidate as appropriate.

Section III
Please choose the appropriate Non-Selection Facors for any Applicants or Candidates listed [Check all items that apply]

Name of Individual Applying for the Position	Does Not Have the Minimum Education Level Required	Does Not Have the Minimum Experience Required	Does Not Meet Other Required Minimum Qualifications	Applicant	Candidate	Interviewed Candidates, and Selected a Final Candidate, with more Relevant Experience	Interviewed Candidates, and Selected a Final Candidate, with More Relevant Skills	Interviewed Candidates, and Selected a Final Candidate, with Relevant Education Beyond Minimum Required	Salary Requirement Cannot Be Accommodated	Accepted Another Position with Another Employer	Accepted Another Position at GW	Requisition/Job Posting Canceled	Withdrew	Unable to Contact Applicant	Unavailable for Interview	Hire Pending When Application/Resume Received	Unsatisfactory References (Applicable to Candidates Only)	After Job Offer, Disability Cannot Be Accommodated (Must Review with EEO Before Factor Is Checked)
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If Applicable, Complete Multiple Forms

Signature _____ **Date**_____