

Examples of Reasons for Non-Hire

Appropriate

- Did not complete applicant instructions
- Did not meet minimum qualifications (*assigned by HR only*)
- Less experience in _____ than person hired
- The applicant hired has more years of relevant work experience
- Hired applicant with more applicable education
- Applicant did not possess strong people skills (*if relevant to position*)
- Applicant did not have good communication skills (*if relevant to position*)
- Applicant did not exhibit interpersonal skills in interview (*if relevant to position*)
- Applicant was unable to work required hours
- Applicant withdrew from consideration
- Applicant declined offer
- Pay too low
- Applicant had poor references

Not Appropriate

- Interview was not impressive
- Overqualified (*This is an assumption*)
- Better suited for a management position
- Did not seem interested in this position
- Not the best candidate (*This statement is too vague; explain in more detail*)
- Applicant was chewing gum and then put the gum in a plant
- Unable to understand applicant
- Talked too much
- Would not fit into this office
- Complained about the parking
- Rude during interview (*This can be subjective; don't use emotionally charged words*)
- Do not believe that he/she will stay in position (*This is an assumption*)