

Search and Screen Applicant List 2016-17

(Attach this document to the e-Doc Interview Request located in One.IU.edu)

TO: _____ Director, EOAA Programs	OAA # (required): _____ <small>(please provide OAA # from Vacancy Notice)</small>
FROM: _____ Search Committee Chairperson	SEARCH DEPARTMENT: _____ SEARCH POSITION TITLE: _____
DATE: _____	FACULTY CLASSIFICATION _____

1. List names of **all** job seekers.
2. Enter code **10** for all who **do not meet basic qualifications** as identified in Vacancy Notice (and, therefore, do not qualify as an applicant).
3. For **remaining applicants** not interviewed, enter appropriate reason code listed below.

	Name	Reason Code*	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

*Reason Codes

- | | |
|--|--|
| 1 Lacked desired work experience
2 Lacked desired academic preparation
3 Could not meet salary
4 Poor references received
5 Accepted other employment
6 Qualifications not competitive with other applicants | 7 Withdrew from consideration
8 Other, e.g. unable to contact, did not schedule appointment
9 Position withdrawn
10 Did not meet basic qualifications identified in Vacancy Notice
11 Tier 1 interview candidate(s) (Primary Interview Pool)
12 Tier 2 interview candidate(s) (Reserve Interview Pool) |
|--|--|

PLEASE NOTE: REQUIRED REFERENCES MUST BE CHECKED PRIOR TO EXTENDING THE OFFER.