Reasons for disqualification sample table

Position being searched: _____

Reason candidate was not advanced to phone interview stage:

A. Does not meet the required qualifications as posted for the position (list briefly the specific qualification not met)
B. Other candidates advanced to the phone interview stage meet posted preferred qualifications not met by this candidate (list briefly the preferred qualification not met)
C. Other candidates have more professional experience in the area of the position being searched than this candidate (give brief description – e.g., this candidate has X years experience, others advanced to phone interview stage have more)
D. Other candidates have more college-level teaching experience than this candidate (give brief description – e.g., this candidate has X years experience, others advanced to phone interview stage have more)
E. Other candidates have stronger experience working in diverse environments than this candidate and/or make a stronger case for their ability to do so.
F. Other candidates have additional academic or professional credentials not held by this candidate (specify the credential(s) held by others that this candidate lacks)
G. Other (specify, in enough detail to make a specific case

More than one letter may be indicated. If "F" is chosen, a specific reason must be given.

Candidate last name	First name	Letter from list above (A-F)	Detail (see above)