

# Position Filled-Accepted Form

This form must be filled out after the interviews have been conducted, and a person chosen to fill the vacancy. Please return to Personnel Office after completed. THE JOB FILE WILL NOT BE CLOSED UNTIL THIS DOCUMENT IS RECEIVED.

Position Title \_\_\_\_\_

Replaces \_\_\_\_\_

Total Male Applicants: \_\_\_\_\_

Total Female Applicants: \_\_\_\_\_

# of Interviews: \_\_\_\_\_ # Offered & Declined Position: \_\_\_\_\_

INTERVIEWED	DEGREES	REASON OPTION #

Please select one of the nine (9) options from the table below for each applicant that was not selected. Always use the most specific reason.

**REASON FOR NON-SELECTION**

- Option 1 Internal Candidate Selected
- Option 2 Position Closed
- Option 3 No Call/No Show
- Option 4 Salary Offer Refused
- Option 5 Refused to Work Shift/Overtime
- Option 6 Better Qualified Applicant Selected
- Option 7 Applicant Withdrew
- Option 8 Didn't Meet Job Requirements
- Option 9 Insufficient Experience

Applicant Hired \_\_\_\_\_

Date Offered \_\_\_\_\_ Date Accepted \_\_\_\_\_ Employment Date \_\_\_\_\_