

PRIORITY REASSIGNMENT CANDIDATE DISPOSITION FORM

Position: _____ **Req No.** _____

Name of Candidate _____

Name of Hiring Manager (completing this form) _____

Date _____

___ Position offered, candidate accepted

___ Candidate declined interview

___ Candidate declined position after interview

___ Candidate lacks specific skills and/or qualifications that are requirements of position.

If you have indicated the candidate lacks specific skills and/or qualifications, you must complete the REQUIRED questionnaire below:

1) Identify the specific skills and/or qualifications the candidate lacks:

2) Describe why those skills and/or qualifications are required to perform the essential job functions as articulated in the job description

3) Describe how the determination that the candidate lacks those skills and/or qualification was made (e.g., resume review, interview).

Approved:

Staffing / Compensation Analyst _____ **Date** _____

DMS Analyst _____ **Date** _____