TEACHERS COLLEGE
COLUMBIA UNIVERSITY

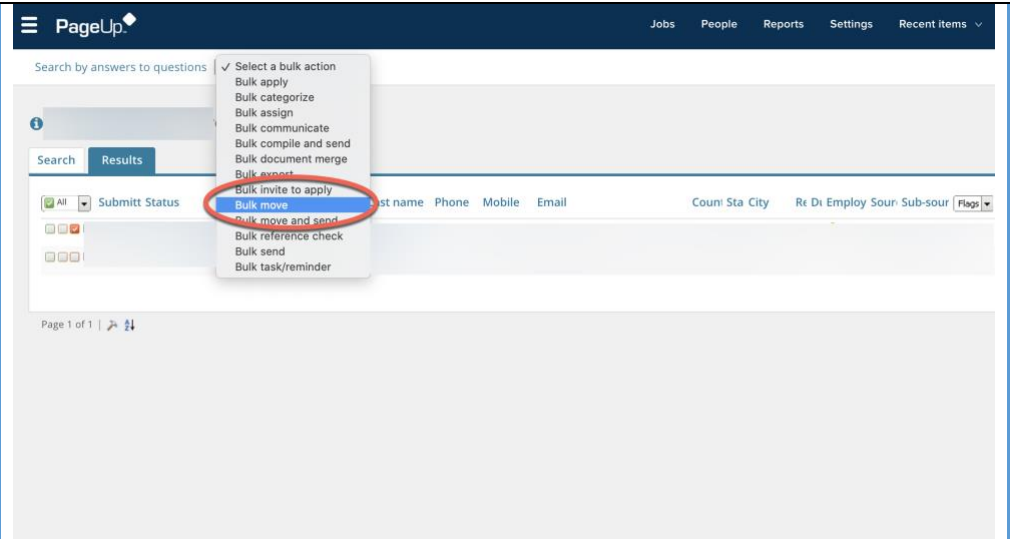# Selecting Reason for Non-Selection on Job Card

What you need to do	What you will see
STEP 1: In the requisition, navigate to **View Applicants** Section**.** Doing so will show you a list of all applicants for the job.	
STEP 2: Select the applicants that were not hired for the role by checking the boxes to the left of the screen.	

STEP 3: Click on '**Select a bulk action'.** From the drop down menu, click **'Bulk move'**. Doing so will allow you to send out communication to those not hired.	
STEP 4: Select one of the options for non-selection. **See boxes in Red ->**	
STEP 5: Select communication template from the drop down menu. For example, when a position is filled, you should select **'Position Filled'.** Select **'Yes'** for the Email Applicant field. On the second half of the screen, select a reason for **'non selection'.**	
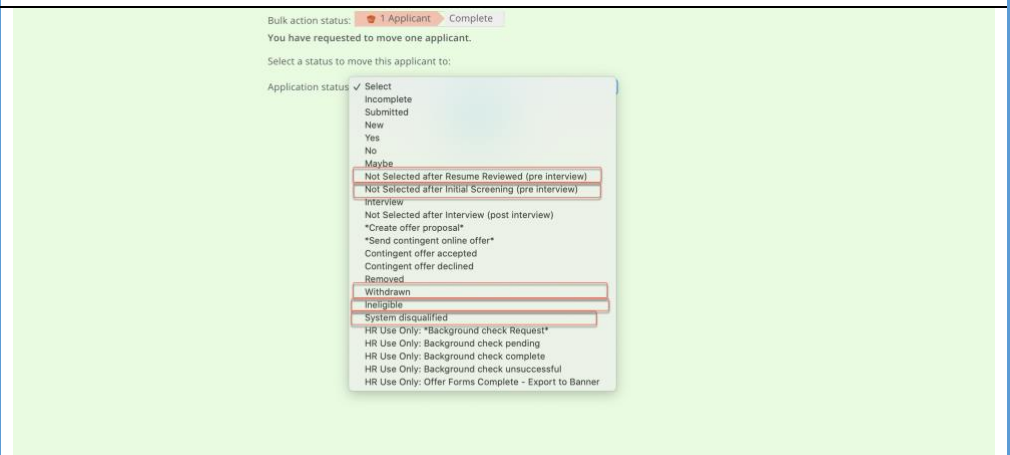
Last Updated 05/03/2020
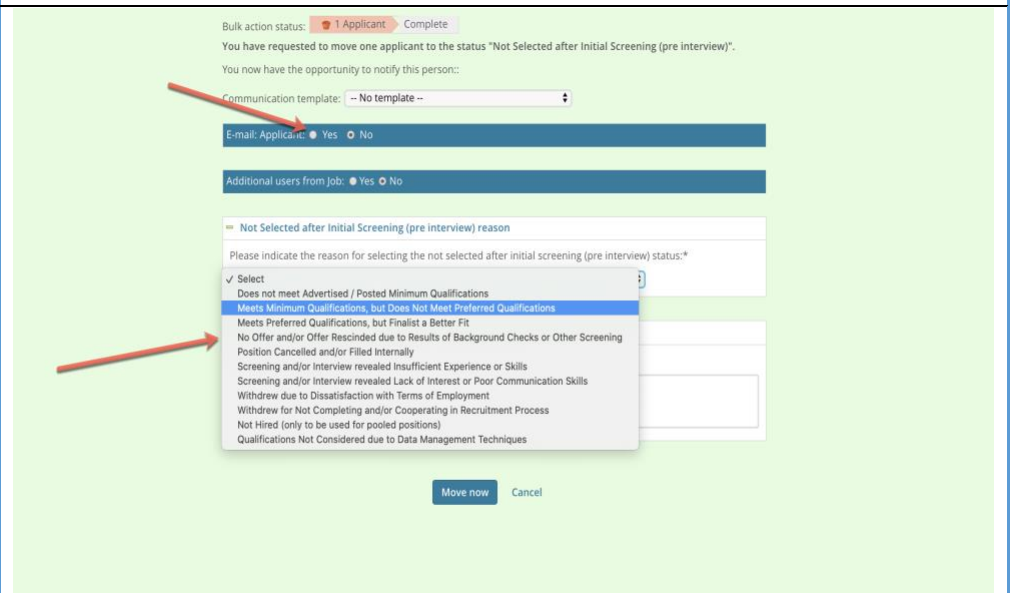
Once a reason has been selected, click **'Move now'.** Doing so will email the communication to the applicant.	

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Reasons for Non-Selection Guide

Reason	Use When:
Position Cancelled and/or Filled Internally	The position is filled by a TC employee or is not filled at all.
Withdrew for Not Completing and/or Cooperating in Recruitment Process	An application is incomplete or when a candidate could not be reached for an interview
Does not meet Advertised/Posted Minimum Qualifications	it is determined that the candidate does not meet the posted minimum qualifications. This can be done at any stage of the process, but typically determined at the pre-interview stage
Meets Minimum Qualifications, but Does Not Meet Preferred Qualifications	it is determined that the candidate meets the posted minimum qualifications, but not the posted preferred qualifications. This can be done at any stage of the process.
Meets Preferred Qualifications, but Finalist is a Better fit	it is determined that the candidate meets all of the posted qualifications but was not the selectee. This can only be determined after the selectee has been identified.
No Offer and/or Office Rescinded due to Results for Background Check or Other Screening	References result in the candidate no longer being considered or when an offer has been rescinded due to background check. Background checks are only conducted after a "contingent offer" is initially made. Reference checks are made before an offer is made
Screening and/or Interview revealed Insufficient Experience or Skills	After phone or in-person interview
Screening and/or Interview revealed a Lack of Interest or Poor Communication Skills	After phone or in-person interview
Withdrew due to Dissatisfaction with Terms of Employment	After the candidate is interviewed in phone or in person and informs the interviewer that they are no longer interested in the position
Not Hired (only to be used for pooled positions)	A candidate is not selected for a "pooled" budgeted position, such as a student employee, part-time instructor or adjunct faculty position
Qualifications Not Considered due to Data Management Techniques	This is legally permissible but not normally employed at Teachers College. This is only to be used if it is decided, before the screening begins, that a certain number (or percentage) of applicants will not be viewed due to the large number of applications anticipated and/or received. In this approach, the specific applications are viewed based on a defined criteria (e.g., the first 50 applications or specific resumes in a sequence such as every fifth application).