

**THE COLORADO COLLEGE
NON-EXEMPT STAFF APPLICANT EVALUATION SHEET**

This form is to be completed for each application/resume reviewed for a specific job posting and is intended to assist in documenting the job related reason(s) for an applicant's elimination.

NAME OF APPLICANT

POSITION APPLIED FOR

The law does not require the selection of unqualified persons for job vacancies. It does require that selections are based on valid and job-related criteria and furthermore that these criteria are applied consistently to all applicants. Any of the numbered statements below, if applicable, would be suitable reasons for non-selection as long as the selected candidate could not be ruled out by the same statement(s). Please circle any/all item numbers of statements that apply to the elimination of this applicant:

1. Does not meet minimum requirements as posted.
2. Does not meet preferred requirements as posted.
3. Cannot meet work schedule (be specific).
4. Cannot physically perform job duties.
5. Unrelated experience.
6. Less related experience than person selected.
7. Less related training/education than person selected.
8. Lower skill level than person selected.
9. Other (be specific).

Specifics: _____

Was the above applicant interviewed? No Yes (date interviewed: _____)

NOTE: Were any disabilities disclosed before or during the interview? What (if any) accommodations were made?

Rater Signature

Date

Please return application/resume and completed form to Human Resources