The University of Southern Mississippi

Applicant Tracking: Interview/Selection Report
Staff Employment

Department _____ Hiring Official_____

Posting Title_____ Posting Dates _____

Date of Hire _____ Job Posting Number _____

Selection Criteria:

(B) Choose better-matched candidate
(N) Did not come to scheduled interview
(U) Unsatisfactory interview or employment reference check
(Q) Did not meet minimum qualifications
(R) Job offered - rejected
(**S**) Selected
(**O**) Other _____

List all applicants that applied for the position, whether interviewed or not. Using the corresponding codes, fill in each category for each applicant.

Name of Applicant	Date Application Received	Personal Interview Yes/No - Date		Selection Criteria

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