



HIRING REPORT FORM FOR COUNTY STAFF

County: _____ Position: _____

Person hired: _____ Requisition Number: _____

Check one: ☐ External Applicant ☐ Internal Applicant (already employed by UK)

[illegible]

Suggested Dispositions

For disposition reasons, go to Human Resources,

http://www.uky.edu/hr/sites/www.uky.edu.hr/files/employ/documents/disposition_definitions.pdf

Select the most appropriate disposition reason for each applicant not being selected.

Report Submitted by: _____



Disposition Definitions for the Integrated Employment System (IES)

Hiring officials are responsible for completing disposition reasons for all candidates referred to them for each position within IES. Disposition reasons must accurately reflect why a candidate was not selected for the position as it relates to the position. Below is the list of disposition reasons that can be found in IES and their definitions to help guide you in selecting the most appropriate disposition reason for each candidate.

	IES Disposition Reason:	Definition:
1.	Accepted other employment at UK	Candidate accepted another position at UK.
2.	Accepted other employment outside UK	Candidate accepted another position outside of UK.
3.	Declined offer due to compensation	Candidate declined offer due to salary and/or benefits.
4.	Did not meet job requirements	Candidate did not meet the minimum education and/or related experience requirements that were stated in the job posting.
5.	Did not show for interview	Candidate did not attend the scheduled interview (phone or in-person) and did not contact the department.
6.	Inadequate communication skills (oral/written/non-verbal)	Candidate did not demonstrate adequate oral/written/non-verbal communication skills during the application review, interview, etc. based on the job requirements.
7.	Inadequate degree/license/certification	Candidate did not have the required/preferred degree, license or certification that was stated in the job posting.
8.	Inconsistent/unsatisfactory work history	Candidate did not have satisfactory work history required/preferred for the position.
9.	Insufficient job required/preferred skill set	Candidate did not have the required/preferred skill set that was stated in the job posting.
10.	Insufficient related experience	Candidate did not have required/preferred experience that was stated in the job posting.
11.	Not good “fit” (Behavior Based Interviewing only)	Candidate is not a good fit for position, department, and/or university (job/organization), as demonstrated and documented through behavior based interview questions and notes.
12.	Not interested	Candidate stated he/she was not interested in position during the selection process.
13.	Other candidate(s) more qualified	Selected candidate had additional education, skill set and/or related experience required/preferred for the position. (This disposition reason should only be used if no other reason is appropriate).
14.	Unable to contact after multiple attempts	Hiring official was unable to contact the candidate for an interview (phone or in-person) after two attempts. Attempts must be documented including: date, time, candidate contact information, and method of contact.
15.	Unsatisfactory references/personnel file review	References/UK personnel file review did not indicate satisfactory job performance and/or work history based on job requirements. This information must be documented.
16.	Other	<i>Open field.</i> If disposition reason is not listed, please use this field to detail why the candidate was not selected.

Supporting documentation for disposition reasons must be obtained through the hiring and selection process, which could include: application review, phone interview, in-person interview, reference checks and/or UK personnel file review. All selection documentation needs to be retained for 3 years within the department for all interviewed candidates.