

Sample
DISPENSATION OF CANDIDATES REPORT

There were a total of 10 applicants who responded and applied for our offered position of Staff Assistant SL-2, Recruitment Coordinator in the Office of Human Resources. The State University of New York College at Brockport had one position of Staff Assistant SL-2, Recruitment Coordinator to fill.

The following candidates are recommended for interviews:

1. Jane Doe- exceptional answers to telephone interview questions. Meets all of the minimum and preferred qualifications.
2. John Johnson- exceptional answers to telephone interview questions. Meets all of the minimum qualifications and most of the preferred qualifications. Lacking PeopleAdmin experience, but has other relevant software experience.
3. Neil Armstrong- adequate answers to telephone interview questions. Meets all of the minimum and preferred qualifications.

The following candidates remain under consideration, but are not recommended for an interview at this time:

1. Donald Palmer-acceptable answers to telephone interview questions, not as much relevant HR experience as others.
2. Jeff Gordon- acceptable answers to telephone interview questions, concerns about his lack of actual recruitment experience, was a supervisor of a recruiter.
3. Lance Armstrong- acceptable answers to telephone interview questions, not as much relevant recruitment experience as others

The following candidates were deemed not qualified for the following reasons:

1. John Smith- did not meet educational qualifications, no master's degree
2. Sue Strong- does not have required 3 years of experience in recruitment
3. Jim Jones- does not have required HR experience
4. Michael Jordan- did not meet educational qualifications, no master's degree

Search Committee Chair

Date