

**USC Beaufort  
APPLICANT REVIEW FORM**

**Applicant Evaluation Information – Complete this section on all applicants**

1. Position Title: \_\_\_\_\_
2. Applicant: \_\_\_\_\_ 3. Date of Application Review: \_\_\_\_\_
4. Was applicant selected for an Interview?  Yes,  No (If Yes, go to #6, If No, go to #5)
5. If you checked **NO** in # 4, Check the reason(s) and/or explain in the space provided
- |   |  |
|---|--|
| <input type="checkbox"/> Unsatisfactory work history                          | <input type="checkbox"/> Poor references received      |
| <input type="checkbox"/> Accepted other employment                            | <input type="checkbox"/> Unable to contact             |
| <input type="checkbox"/> Lacked preferred Work Experience                     | <input type="checkbox"/> Lacked preferred Education    |
| <input type="checkbox"/> Position will not be filled at this time             | <input type="checkbox"/> Position will be reclassified |
| <input type="checkbox"/> Qualifications not competitive with Other Applicants |  |
| <input type="checkbox"/> Other (please explain in space provided below)       |  |
- Other Reason Not Selected for an Interview- \_\_\_\_\_
- 

**Applicant Interview Information – Complete this section only if applicant selected for an Interview**

6. If you checked **YES** in # 4, Please provide date of interview: \_\_\_\_\_
7. Was applicant selected for the Position?  Yes  No (If Yes, go to #8, If No, go to #9)
8. If you checked **YES** in # 7, Please provide Reason(s) for Selection in space provided below  
Reason Applicant Selected for Position \_\_\_\_\_
9. If you checked **NO** in # 7, Check the reason(s) and/or explain in the space provided
- |   |   |
|---|---|
| <input type="checkbox"/> Unsatisfactory work history                          | <input type="checkbox"/> Unfavorable interview                    |
| <input type="checkbox"/> Poor references received                             | <input type="checkbox"/> Accepted other employment                |
| <input type="checkbox"/> Unable to contact                                    | <input type="checkbox"/> Did not keep scheduled appointment       |
| <input type="checkbox"/> Lacked preferred work experience                     | <input type="checkbox"/> Lacked preferred educational requirement |
| <input type="checkbox"/> Applicant declined offer (attach offer letter)       | <input type="checkbox"/> Unable to meet salary requirements       |
| <input type="checkbox"/> Position will not be filled at this time             | <input type="checkbox"/> Position will be reclassified            |
| <input type="checkbox"/> Qualifications not competitive with other applicants |   |
| <input type="checkbox"/> Other (please explain in space provided below)       |   |
- \_\_\_\_\_

Additional Explanation/Comments: \_\_\_\_\_

\_\_\_\_\_  
Hiring Official (please sign in blue)

\_\_\_\_\_  
Date

**Please retain a copy of this form for your files and submit to Human Resources.  
Approved Mission Critical Request Form required BEFORE position can be advertised &  
filled. A Completed I-9 required BEFORE Employee may begin work.**

USCB Applicant Review Form  
Rev 2/2012