



## Rejection Reasons Terminology Glossary

### Candidate Rejection Reasons (Dispositions)

The list below includes definitions of the standard rejection reasons most bureaus will use to indicate why a candidate was not selected. Please select the most precise reason available. Reasons for declining interviews or offers should be as accurate as possible to help us identify trends.

There are additional rejection reasons not listed here for Police and BOEC, which have highly complex selection processes and have indicated a need to track the movement of candidates through their processes in a more detailed way.

**Please do not select any rejection reasons that say, “Police Only” or “Police and BOEC Only.” Many of these rejection reasons are set up to inactivate the candidate on the eligible list so that they will not be referred or considered for future vacancies.**

<b>Considered, Not Interviewed</b>	Used when a candidate was referred, and their application was considered, but they did not move forward in the selection process.
<b>Failed to respond to inquiry of availability</b>	Used when a candidate was contacted about moving forward in the selection process but they did not respond.
<b>Considered, Interviewed</b>  There are versions of this rejection reason, for a 1 <sup>st</sup> interview, 2 <sup>nd</sup> interview or 3 <sup>rd</sup> interview. (select the most appropriate)	Used when a candidate was interviewed but not selected.
<b>Declined Interview – Pay</b>  There are versions of this rejection reason, for a 1 <sup>st</sup> interview, 2 <sup>nd</sup> interview or 3 <sup>rd</sup> interview.	Used when a candidate was invited but declined to participate in an interview based upon the salary range of the job.
<b>Declined Interview – Schedule of Job</b>  There are versions of this rejection reason, for a 1 <sup>st</sup> interview, 2 <sup>nd</sup> interview and 3 <sup>rd</sup> interview.	Used when a candidate was invited but declined to participate in an interview based upon the schedule of the job.

<p><b>Declined Interview – Location of job</b></p> <p>There are versions of this rejection reason, for a 1<sup>st</sup> interview, 2<sup>nd</sup> interview and 3<sup>rd</sup> interview.</p>	<p>Used when a candidate was invited but declined to participate in an interview based upon the location of the job.</p>
<p><b>Declined Interview – Received another offer</b></p> <p>There are versions of this rejection reason, for a 1<sup>st</sup> interview, 2<sup>nd</sup> interview and 3<sup>rd</sup> interview.</p>	<p>Used when a candidate was invited but declined to participate in an interview because they had already received another offer.</p>
<p><b>Declined Interview – Other</b></p> <p>There are versions of this rejection reason, for a 1<sup>st</sup> interview, 2<sup>nd</sup> interview and 3<sup>rd</sup> interview.</p>	<p>Used when a candidate was invited but declined to participate in an interview for some reason other than those specified in other rejection reasons.</p>
<p><b>Declined Interview – No reason given</b></p> <p>There are versions of this rejection reason, for a 1<sup>st</sup> interview, 2<sup>nd</sup> interview and 3<sup>rd</sup> interview.</p>	<p>Used when a candidate was invited but declined to participate in an interview but did not provide a reason why. It is not required that a candidate explain why they decline an interview.</p>
<p><b>Not available, would like to remain on list</b></p>	<p>Used when some contact has been made with a candidate and they have indicated that they are not available right now but would like to remain on the eligible list for possible future consideration.</p>
<p><b>No Show to Interview</b></p>	<p>Used when a candidate who was scheduled for an interview does not show up for the interview.</p>
<p><b>No longer interested – Inactivate on List (BHR Use Only)</b></p>	<p>Used when a candidate has indicated that they are no longer interested in the job, for the current position or for any future vacancies in the classification that might arise, and they would like to be removed from the eligible list.</p> <p>Do not select this rejection reason. Notify BHR and a BHR staff member will remove the candidate from the eligible list and reject the candidate.</p>
<p><b>No Show to Pre-Interview Testing</b></p>	<p>Used occasionally when a selection process includes some kind of testing after the candidates are referred but before interviews are conducted, and a candidate does not pass the testing.</p>
<p><b>Failed Pre-Interview Testing</b></p>	<p>Used occasionally when a selection process includes some kind of testing after the</p>

	<p>candidates are referred but before interviews are conducted, and a candidate does not pass the testing.</p>
<b>Failed Background</b>	<p>Used when a candidate who was being considered for hire does not pass the criminal background check.</p>
<b>Failed Pre-Employment Screening</b>	<p>Used when a candidate who was being considered for hire does not pass some form of pre-employment screening other than the criminal background check.</p>
<b>Rejected Offer - Pay</b>	<p>Used when a candidate was given an offer but rejected it based upon the salary/hourly rate they were offered.</p>
<b>Rejected Offer – Schedule of Job</b>	<p>Used when a candidate was given an offer but rejected it based upon the schedule of the job.</p>
<b>Rejected Offer – Location of job</b>	<p>Used when a candidate was given an offer but rejected it based upon the location of the job.</p>
<b>Rejected Offer – Received another offer</b>	<p>Used when a candidate was given an offer but rejected it because they had already received another offer.</p>
<b>Rejected Offer – Other</b>	<p>Used when a candidate was given an offer but rejected it for some reason other than those specified in other rejection reasons.</p>
<b>Rejected Offer – No reason given</b>	<p>Used when a candidate was given an offer but rejected it and did not provide a reason why. It is not required that a candidate explain why they reject an offer.</p>