

EEOC Applicant Summary Information & Examples

The EEOC Applicant Summary is a document used to comply with federal hiring regulations. Hiring managers complete this Summary to document the job-related reasons for selection/non-selection of applicants during the hiring process. All applicants that were reviewed should be listed on this form.

If possible, please be specific when describing the job-related knowledge, skills and abilities that applicants do or do not possess based on your selection process. Hiring managers should not complete the Sex or Ethnic Status columns, applicants supply this information to HR through a separate process not accessible to hiring managers on a voluntary basis.

Below are examples of appropriate job-related responses. You may use these or any others which appropriately describe job-related reasons for selection/non-selection of applicants.

Deficits

- Withdrew from consideration
- Accepted another position
- Applied after the deadline
- Falsification of records
- Frequent job changes – consistent short tenure
- Expressed conflict in working flexible hours are required by this position
- Failed to submit transcript/letters of recommendation, or application (incomplete file)
- Failed to respond to requests for additional information
- Recommendations (or other requested materials) not submitted in time to be included with the application
- Unable to contact for interview
- Cancelled interview
- No show for interview
- Did not possess certification or proof of certification as advertised
- Did not possess valid Louisiana Driver's License as required by the position description
- Did not meet minimum qualifications as advertised
- Did not express preferred special knowledge, skills and abilities as specified in the position description
- Did not demonstrate technical knowledge or skills required
- Exhibited insufficient work experience
- Candidate selected had more appropriate experience
- Exhibited poor communications skills during the interview process
- Lacks experience in a contact-intensive situation which may present difficulties in dealing with a large number of students
- Expressed goals and objectives which, as stated, are inconsistent with opportunities available in this position
- Exhibited poor interpersonal skills during the interview process
- Candidate selected received highest overall score from selection process
- Candidate's reference responses were not consistent with the objectives of this position
- Work samples submitted for interview panel review were not appropriate or were inconsistent with the objectives of the position
- Candidate did not possess any related experience

Assets

- Expressed preferred special knowledge, skills and abilities as specified in the position description
- Possessed certification or proof of certification as advertised
- Demonstrated technical knowledge or skills required
- Candidate's experience listed on resume/application is appropriate and related to this position
- Exhibited excellent communication skills during the interview process
- Has experience in contact-intensive situations which is important when dealing with large numbers of students
- Expressed goals and objectives which, as stated, are consistent with opportunities available in this position
- Exhibited appropriate interpersonal skills during the interview process
- Candidate received highest overall score from selection process
- Expressed flexibility in working hours as required in this position
- Possessed desired computer skills as stated in position description and resume/application
- Candidate has worked in similar position before
- Candidate's references were positive