HIRING RATIONALE AND RECORDS RETENTION SCHEDULE

On the back of the On-Campus Employment Job Application, there is a place for you to record your hiring rationale for that candidate. It is important that the information provided be sufficient to objectively document why you selected (or did not select) the individual for employment.

Here are some reasons why you may choose NOT to employ a candidate:

1. Applicant doesn’t possess the requisite skills or qualifications to perform the job.
2. Applicant’s claims on application do not match his/her interview responses.
3. Applicant received negative reviews from references.
4. Applicant demonstrated poor judgment during interview.
5. Applicant was unprepared for the interview/late for the interview.
6. Applicant failed the job screening assessment.
7. Applicant’s personality/work style did not mesh with the culture of the office/department.
8. Applicant behaved unprofessionally/inappropriately during the interview.
9. Applicant was unable to clearly answer questions during interview.
10. Other applicants were better qualified for the position.

Here are some reasons why you may choose to employ a candidate:

1. Applicant possessed relevant skills/experience.
2. Applicant was well prepared for the interview.
3. Applicant demonstrated professionalism and interest in the position.
4. Applicant presented his/her capabilities in a compelling manner.
5. Applicant’s major and GPA suggest high potential for success in the position.
6. Applicant has more experience working in a lab than other applicants.
7. Applicant scored well on assessments.
8. Applicant’s schedule met our needs.
9. References recommended applicant without reservation.
10. Hiring team agreed candidate was the best fit for our department.

The candidates you hire must also be reported in BuffJobs.

RECORDS RETENTION SCHEDULE

Application received, but student was not interviewed: 2 years
Applicant was interviewed, but not hired: 5 years
Applicant was hired: 5 years from the date of termination/separation

West Texas A&M University
CAREER SERVICES