OFFICE FOR INCLUSION AND CIVIL RIGHTS

Applicant Justifications in iGreentree

Relevant **Objective** **Demonstrable** **Non-Comparative**

- Qualification based **Only**
- Reference qualifications listed in the job posting.
- Detailed, specific, and concrete without general or broad statements.
- Reference UConn Health experience only if posted qualification or for internal postings.

***Note**: Qualifications cannot be changed or refined based on the applicant pool.*

Did Not Meet Position Requirements

- Indicate which minimum qualifications, general experience, and/or special requirements **not met.**
- Make a note if there is an Incomplete application.

Not Interviewed

- Met **all** minimum, general, or special qualifications.
- Possibly **some** preferred.
- Meets less preferred than the interview applicants.
- **Clearly** distinguished from Interview applicants by stating which preferred qualifications are missing.

Interviewed (Not Selected)

- **Clearly** and **objectively** explain why each candidate was not selected for hire at this time.
- **Based** on posted qualifications and the applicant's interview.
- **2- 3** detailed sentences.

Ex. The candidate had administrative experience in a smaller clinical practice. Their answers to questions about maintaining and scheduling calendars were disorganized and incomplete. That portion of the skills assessment was not completed correctly. They also did not have experience taking meeting minutes, as they only disrtributed and filed minutes taken by others.

Selected

- **Clearly** and **objectively** explain why the candidate was selected for hire.
- Based on qualifications listed in the job postings and the applicant's interview.
- **4-5** detailed sentences.

Ex. Candidate has 10 years of experience in 3 hospital and clinical office settings. In all their positions, they supported several physicians and administrators with organizing and scheduling meetings, taking meeting notes, and coordinating office functions. They had experience with Lightning Bolt and CME applications. Their answers to interview questions were detailed and organized demonstrating communication skills aligned with the position. This candidate scored 291 out of 300 on the skills assessment.

Additional information relative to compliance in the search and hire process is included on the OICR website.

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