

## JobMatch Certified Hiring List Interview Results Information Guide

Upon scheduling and completion of interviews, results are to be updated on the Certified Hiring List and returned to your Human Resources Recruiter. Due to processes that will take place based on the results, it is imperative that the codes are accurate. Below is a table identifying the interview action, status codes and the definition of each. A list of actions performed by HR and the department, based on interview results, are included. Please contact your HR Recruiter if clarification is required.

Action	Status Codes	Interview Actions		Results Action	
		Status Description	Definition	Human Resources	Department
Interviewed	NS	Not Selected	Job offer was not made to this candidate	update record	Department notifies candidates.
	A	Selected/Offered	Offer made and accepted	update record; resume made unavailable; letter sent	make offer
	D	Offer/Declined	Offer made and candidate declined	update record; recruiter will contact candidate	offer to other candidate or request supplemental list
	LC	List Cancelled	Interviews were completed, then list was cancelled. The department will not be making an offer from this list. Department notifies the candidates.	update record	Department notifies candidates.
	RB	Refer to Backgrounds	Candidate will be hired upon successful completion of criminal background check.	update record	refer to background
Not Interviewed	CR	Communication Returned	Invitation Letter was returned unclaimed/undeliverable	update record	no action
	DI	Declined Interview Date	Declined-Could Not Appear on Interview Date(s) due to previous plans, out of town, etc .	update record	no action
	DA	Did Not Appear	Did Not Appear for Scheduled Interview	update record; resume made unavailable; letter sent	no action
	FR	Failed to Reply	No reply to interview invitation, whether by telephone or mail	update record	no action
	LC	List Cancelled	Department cancelled list and will not be interviewing. Department sends out notices of cancellation.	update record	Department notifies candidates.
	UC	Unable to Contact	Unable to contact via telephone to schedule and interview. Phone disconnect or no longer there.	update record; resume made unavailable; letter sent	no action
	WI	Declined Interview (Waived)	Applicant responded to invitation, but was not interested in interviewing	update record; possibility of change in status & letter if repeated waives	no action