



CONTACT (REJECTION) CODES FOR USE IN NEOGOV:

- C **Considered** - The applicant has been given due consideration by the agency, but not hired. The applicant's name will not be removed from the eligible list.
- DE **Deceased**
- DNR **Did Not Report for a scheduled interview** – Use this code only if an interview was scheduled and the applicant did not report. The applicant's name will be removed from the eligible list.
- EMP **Hired from another requisition for this job title** – The applicant has been hired within your agency/department for the same job title that he/she has been referred to. Do not use this code if the job titles are different. The applicant's name will be removed from the eligible list for this job title once the hire is verified. The agency may still consider the applicant and offer an opportunity for an interview if referred for a different job title.
- EMPD **Employed within this department in equal or higher pay grade** – The applicant is a current employee in your agency/department and is working in an equal or higher pay grade. The applicant's name will be removed from the eligible list for this job title once the hire is verified. The agency may still consider the applicant and offer an opportunity for an interview if referred for a different job title.
- FR **Failed to Reply to a written inquiry, phone message or email** – The applicant's notification preference must be utilized if you cannot reach them by phone. If the notification preference is email, allow 5 calendar days. If the notification preference is U.S. mail, allow 5 calendar days, in addition to the time required for transmission of the inquiry. The applicant's name will be removed from the eligible list.
- MO **Moved from address provided on application** – Email or mail a copy of the returned envelope to Staffing Services. The Division of Personnel (DOP) staff will attempt to update the address. If a valid address cannot be obtained, the applicant's name will be removed from the eligible list.
- NA **Not Available to interview** – Use this code if an applicant states that he/she is not available for any reason, such as relocating, has accepted employment elsewhere, no longer seeking employment, etc. The applicant's name will be removed from the eligible list.
- NC **Not Contacted** – Use this code if you have decided not to contact the applicant after reviewing his/her application and assessing that he/she would not be a good fit. The applicant's name will not be removed from the eligible list.
- NI **Not Interested in this vacancy** – Use this code if the applicant states he/she is not interested for any reason at all; has accepted other employment, is no longer actively seeking employment, etc. The applicant's name will be removed from the eligible list.
- NIS **Not Interested due to Salary** – The applicant must state that they are not interested in the position due to the salary. The applicant's name will be removed from the eligible list.



- NS **Not Suitable for employment** – Use this code ONLY if the applicant has failed the required background check or failed the required drug screening. Do not use if the applicant is lacking certifications or failed an agility test or physical exam. The applicant will be removed from referrals for the agency.
- O **Other** – List specific reason(s) in the NEOGOV comment box. The DOP staff will determine if the applicant’s name needs to be removed from the eligible list.

Acceptable examples of utilizing the “Other” code (for reasons not listed):

- Candidate does not have a valid driver’s license, which is required for the vacancy but may not be required for all vacancies pertaining to this job title.
- Candidate does not have a required certification.
- Candidate did not pass a required physical or psychological exam.
- Candidate did not pass a required agility test. (For Natural Resources Police Officer only)

Applicants selected for hire must be “Moved to Offered” using the dropdown menu. Never indicate anyone as “Hired”. All hires will be processed by the DOP staff once the hiring packet has been approved by the Personnel Transaction Review section.

For assistance entering the contact codes, or for clarification of any contact codes, please contact Staffing Services, Registers section at 304-414-1854.