

Civil Service Rule 22.4 lists reasons an applicant can be rejected. Agencies are required to notify applicants that have been rejected for a job either by e-mail or mailed notices.

When applicants do not meet the minimum qualification requirements for a job, reject notices should be handled as follows:

- The reject notice should be sent at the time the application is processed. In all cases, notices must be sent **prior** to sending the Referral List to the Hiring Manager. The reject notice need only state the applicant does not qualify and does not need to give specific details as to what experience/education the applicant lacks.
- Applicants who don't meet the Minimum Qualifications for the job may request a review of the rejection. They may first request a review from the hiring agency. An applicant also has a right for a review by the Civil Service Director per [Rule 22.5\(d\)](#). The request must be in writing and be postmarked or received no later than 30 days from the date the applicant was notified he/she did not qualify. The decision will be reviewed and the applicant notified in writing.

In LA Careers, when creating notice templates used to notify applicants, agencies should never associate a reject reason with the template. If users find a template with a reject reason associated, they should edit the template and choose **=select=** as the reject reason. This will disassociate the reason with the template, thereby allowing other users to select a template of their choice.

Further information regarding the rejection process:

- You must send a reject notice to applicants who do not qualify based on the requirements established on the job specification. Agencies are not required to send a notice to an applicant who does not meet the promotional zone requirement.
- Agencies are not required to send a notice to an applicant who does not have a test score.
- Notices sent at steps other than MQ review will not be audited by SCS.