



Declined/Missed Interview Report Form

Complete a separate form for each individual who declines or misses an interview. Be as specific as possible with the details. You may be contacted for additional information to assist in the process; however, the outcome of the refusal will be between the agency and the claimant. Notification of the outcome will not be sent to you.

Name of the individual who decline/missed interview: _____

Individual's Address: _____

Individual's Phone Number: _____

Name employer who offered the interview: _____

Employer's Address: _____

Employer's Phone Number: _____

Name and title of person who offered the interview: _____

How was the interview offered? In person By phone Voicemail Text message
 Other (please explain) _____

Date the refused interview was offered: _____

Date interview was scheduled: _____

What specific reason was given by the individual for declining or missing the interview? _____

Additional comments: _____

Your Contact Information:

Full name

Title

Date

Phone

Return completed form to uieservices@mt.gov or log into [UI eServices for Employers](#) and attach the completed form to a secure web message.