

HOW TO DISPOSITION CANDIDATES

During the hiring process, it is required that we move applicants through each stage of the process. This is especially important when audited, as it tells the story of how you came to your hiring decision. We are a Federal contractor, and as such, this is a requirement. It is also the right thing to do for applicants.

Below is the hiring workflow process:



Example:

You received 100 applications, 40 move to under review, and the other 60 are sent a decline email and select reason codes.

Of the 40 reviewed, you decide to phone screen 12, then send a decline email and select reason codes for the other 28.

After the phone screen, you decide to interview 6, send decline email and select reason code.

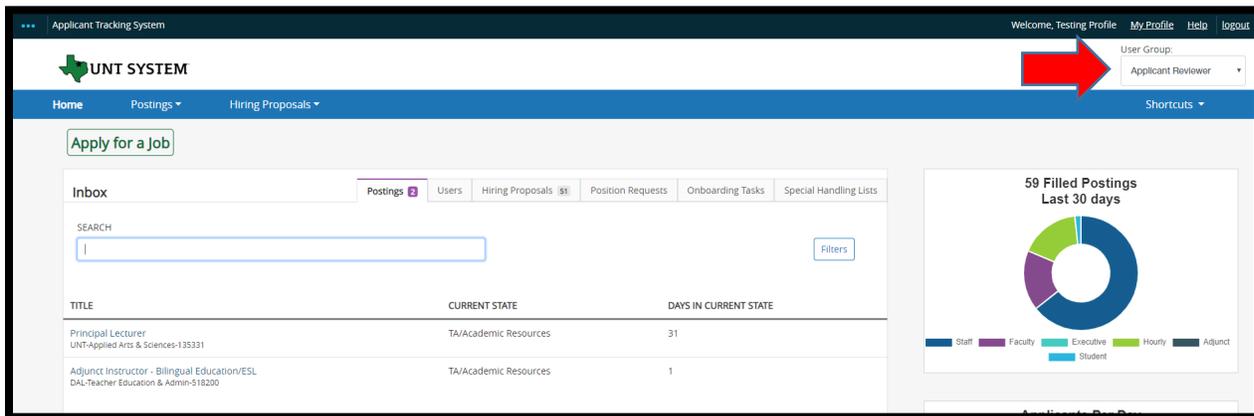
After interviews, you have three candidates that could be hired. Move all three to finalists. After you decide who you want to hire – move that candidate to recommended to hire. After the offer is accepted and the background check completed, call the other two finalists and decline them and then select a disposition code for the two finalists.

At any time, please disposition candidates who are not moving forward in the process with the reason why you are not moving them forward. You can select whether or not you want the candidate to receive the email immediately or after the position is marked as filled. The letter sent to the candidate does not indicate the reason selected within the system, it just notifies the candidate that they are not moving forward in the process.

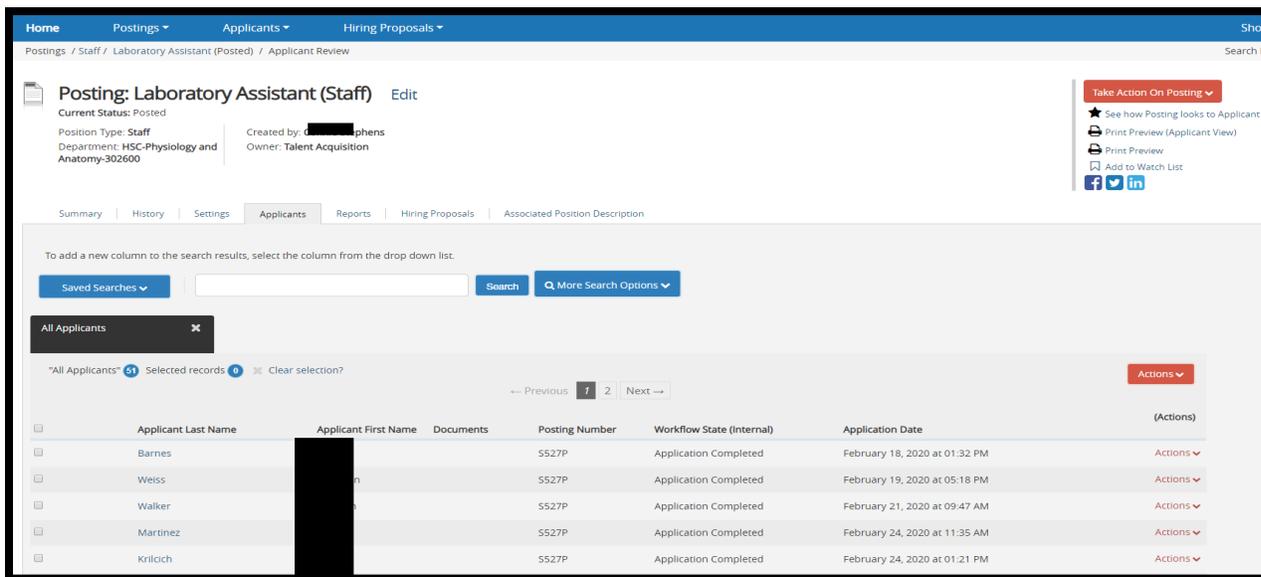
It is very important that you move all candidates through the process and all are dispositioned.

Below are step-by-step instructions:

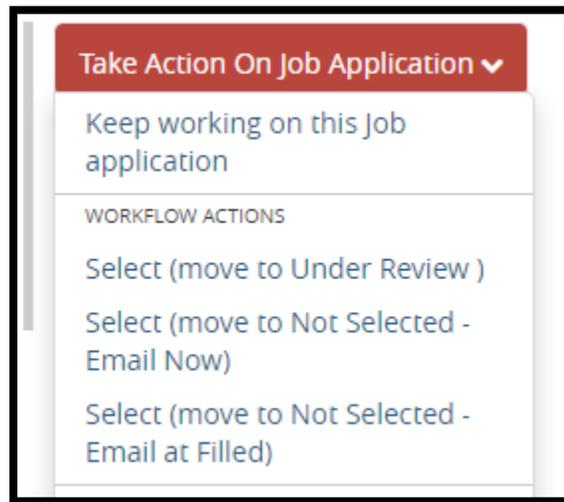
1. Log in to the PeopleAdmin System through your employee portal at my.untsystem.edu. Click on the People Admin pagelet.
2. Verify that you are in the Applicant Tracking System (ATS) module. The module name is on the top left of the home. The blue bar across the top also indicates the ATS module.
3. In the top right corner, make sure your User Group is set to Applicant Reviewer.
4. On the home page, under the Postings tab, you will see the positions that are assigned to you as an Applicant Reviewer.



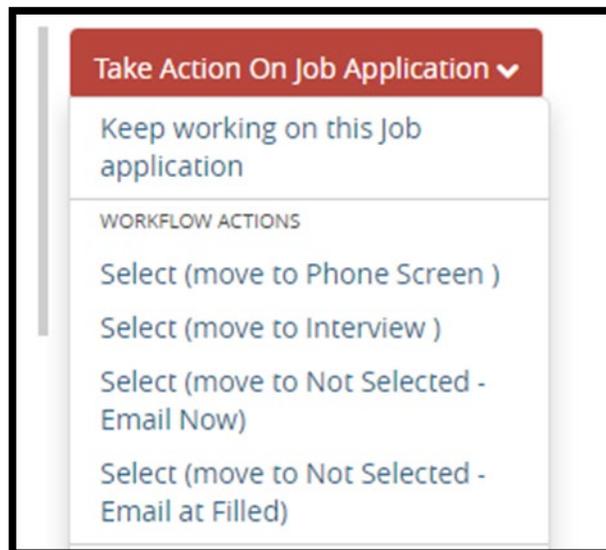
5. Select the position on which you wish to disposition candidates.



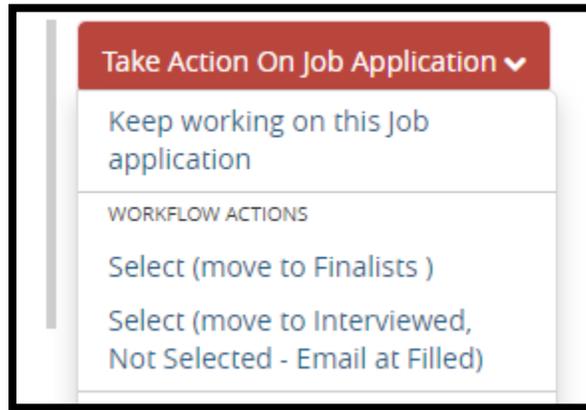
6. Click on the candidate's last name to view.
7. This will bring you to the Applicant's profile. Use the Take Action On Job Application drop down to select how to proceed with the candidate.
 - a. Select (move to Under Review) means you are interested in this candidate.
 - b. Select (move to Not Selected – Email Now) means you are no longer considering this candidate. A new window will populate for you to use the reasoning for not selecting this candidate. Once confirmed, an auto-generated email will be sent to the candidate.
 - c. Select (move to Not Selected – Email at Filled) means you are not interested in the candidate but want to let them know of their non-selection once the position has been filled by your finalist.



8. In order to move the candidate through the hiring process, select the proper workflow actions below.



9. From here, the candidate then becomes your finalist or moved into a non-selection status.



10. The final disposition to use for your selected Applicant is, Select (move to Recommend for Hire).
Please work with a Talent Acquisition when you have several positions for the same job.

