



Viewing and Managing Applications Part 3 - Dispositions

THE UNIVERSITY OF ALABAMA®



Dispersing of Applicants:

- As you move through the hiring process, you will need to disposition your applicants. To disposition your applicants, there are two steps:
 1. The first step is to select the correct **Not Hired** status
 2. The second step is to select the **Not Hired** reason

Not Hired - HRBP Reviewed
Not Hired - Recruiter Reviewed
Not Hired - Department Reviewed
Not Hired - Search Committee Reviewed
Not Hired - Interview
Not Hired - Dept Required Background Check
Not Hired - Reference Check
Not Hired - Create Offer for Approval
Not Hired - Online Offer Made
Not Hired - Offer Accepted

Not Hired - Department Reviewed reason

Please indicate the reason for selecting the not hired - department reviewed status:*

Select



Dispersing of Applicants:

- It is important to move your applicants to the most accurate ***Not Hired*** reasons. This information is critical when it comes to explaining hiring decisions for internal or regulatory audits or other legal matters.
- If you move the applicants to the appropriate ***Not Hired*** reasons at the time of review, it will be easier to capture the most accurate reasons rather than having to recall from memory later which could lead to inaccurate information.
- The reasons are listed in chronological order of the hiring process.

Not Hired Status:

- After you select the **Not Hired** status, click **next**.
 - **Not Hired – Department Reviewed**
 - You will use this status if you do not have a search committee and you did not select this applicant for an interview.
 - **Not Hired – Search Committee Review**
 - You will use this status if you have a search committee and you did not select this applicant for an interview.
 - **Not Hired – Interview**
 - You will use this status if you select this applicant for an interview but did not move forward with the applicant.
 - **Not Hired – Dept Required Background Check**
 - This status is used if your applicant is not hired at the background check stage. This status is only used by Talent Acquisition.
 - **Not Hired – Reference Check**
 - You will use this status if you did not move forward with your candidate after you have conducted the reference check.
 - **Not Hired – Create Offer for Approval**
 - You will use this status if you did not move forward with your candidate before they have been made an online offer.
 - **Not Hired – Online Offer Made**
 - You will use this status if you did not move forward with your candidate after they have been made an online offer.
 - **Not Hired – Offer Accepted**
 - You will use this status if you did not move forward with your candidate after they have accepted the online offer.

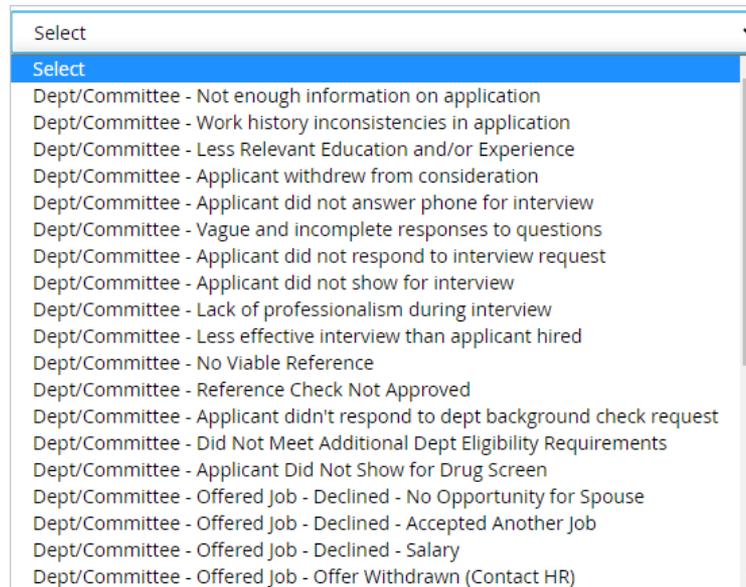
Change application status

- Hold for further review
- Selected for Interview
- Interview Complete
- Create offer for approval
- Not Hired - HRBP Reviewed
- Not Hired - Recruiter Reviewed
- Not Hired - Department Reviewed**
- Not Hired - Search Committee Reviewed
- Not Hired - Interview
- Not Hired - Dept Required Background Check
- Not Hired - Reference Check
- Not Hired - Create Offer for Approval
- Not Hired - Online Offer Made
- Not Hired - Offer Accepted
- Interview Event - Interview invite - (HR Use Only)
- Interview Event - Interview accepted - (HR Use Only)
- Interview Event - Interview declined - (HR Use Only)
- Interview Event - Interview Complete - (HR Use Only)
- Interview Event - Interview unsuccessful - (HR Use Only)
- Application Incomplete
- System Disqualified
- Application Submitted
- Application Withdrawn
- Tier 1 – Highly Recommended - (HR Use Only)
- Tier 2 – Marginally Recommended - (HR Use Only)
- Tier 3 – Not Recommended - (HR Use Only)
- New Application
- Forwarded to Dept
- Online offer made

Save Next > Cancel

Not Hired Reason:

- From this drop-down list you will pick the most appropriate not hired reason. The not hired reasons are listed in order of the hiring process.
- If you do not see a reason that you feel adequately describes why you did not hire an individual, please contact your Talent Acquisition Specialist or HR Business Partner and they will help you choose the appropriate reason.
- It is important to accurately code your applicants in case of an internal or regulatory audit or other legal matter. If your applicants are coded correctly, then we can easily report this information.



A screenshot of a web-based drop-down menu. The menu is open, showing a list of reasons for not hiring an applicant. The top of the menu shows the text 'Select' with a downward-pointing arrow. The list of reasons includes:

- Select
- Dept/Committee - Not enough information on application
- Dept/Committee - Work history inconsistencies in application
- Dept/Committee - Less Relevant Education and/or Experience
- Dept/Committee - Applicant withdrew from consideration
- Dept/Committee - Applicant did not answer phone for interview
- Dept/Committee - Vague and incomplete responses to questions
- Dept/Committee - Applicant did not respond to interview request
- Dept/Committee - Applicant did not show for interview
- Dept/Committee - Lack of professionalism during interview
- Dept/Committee - Less effective interview than applicant hired
- Dept/Committee - No Viable Reference
- Dept/Committee - Reference Check Not Approved
- Dept/Committee - Applicant didn't respond to dept background check request
- Dept/Committee - Did Not Meet Additional Dept Eligibility Requirements
- Dept/Committee - Applicant Did Not Show for Drug Screen
- Dept/Committee - Offered Job - Declined - No Opportunity for Spouse
- Dept/Committee - Offered Job - Declined - Accepted Another Job
- Dept/Committee - Offered Job - Declined - Salary
- Dept/Committee - Offered Job - Offer Withdrawn (Contact HR)

System Emails:

- You will have the option to send out a system email to the applicant, informing them that they have been moved to not hired. If you do not want to send out this system email, click **No**.

Confirm status change

From status: Forwarded to Dept
To status: Not Hired - Department Reviewed

Communication template: -- No template --

E-mail: Applicant: Yes No

From:* uarecruitment@ua.edu

Subject:* Application outcome

Message: Merge fields

B *I* U ~~S~~ Formats

You may want to review the **From** and **To** status at the top of the screen to ensure they are making the appropriate move.

- Scroll to the bottom of the pop-up where you will select the **Not Hired** reason.



**For more information, please contact your
Talent Acquisition Specialist or HR Business
Partner!**