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
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.
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.
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**.

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

You may want to review the **From** and **To** status at the top of the screen to ensure they are making the appropriate move.
For more information, please contact your Talent Acquisition Specialist or HR Business Partner!