Viewing and Managing Applicants
Part 3
Dispositions and EEO Report
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 **not hired status**. (Where your applicant fell out of the hiring process.)
2. The second step is to select the **not hired reason**.

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 at a later time which could lead to inaccurate information.

The “not hired” reasons are listed in chronological order of the hiring process.
Not Hired – Department Reviewed: You will use this status if you do not have a search committee and you do not select this applicant for an interview.

Not Hired – Search Committee Reviewed: You will use this status if you have a search committee and you do not select this applicant for an interview.

Not Hired – Interview: You will use this status if you select this applicant for an interview but do not move forward with the applicant.

Not Hired – Dept Required Background Check: You will use this status if your applicant is not hired at the background check stage.

Not Hired – Finalist Recommendation: You will use this status if you do not move forward with your candidate after he/she has been moved to Finalist Recommendation.

Not Hired – Online Offer Made: You will use this status if you do not move forward with your candidate after he/she has been made an online offer.

Not Hired – Offer Accepted: You will use this status if you do not move forward with your candidate after he/she has accepted the online offer.

After you select the “Not hired” status, click on the blue button that says “next.”
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."

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

Then scroll to the bottom of the popup where you will select the "not hired" reason.
The next step is to select the “not hired” reason.

**Not Hired Reasons and Their Meanings:**

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 HR recruiter and he/she will help you choose the appropriate reason.

Please note, **it is important to accurately code your applicants** in case of an employment audit or legal action. If your applicants are coded correctly, then we can easily pull this information.
EEO Analysis Report:

As a contractor with the government, EEO/Affirmative Action laws require us to make a “good faith effort” in the outreach and recruitment of women and minorities. Also, having diverse staff enables us to understand and meet the needs of people from diverse perspectives and creates an atmosphere that supports positive relationships and communications. By ensuring that your team includes staff from various social and cultural backgrounds, you will widen the range of perspectives, knowledge, and approaches from which decisions are made.

We have created a report to help you view the diversity breakdown of your applicant pool.

To view this report, first open your requisition. Then along the top of your requisition you will see four tabs: Position info, Notes, Documents, Reports. You will need to click on Reports.
Underneath the EEO Analysis report, click on the paper with the “X” on it.

After you click on paper with the “X” on it a window will pop-up.
Then click on “Download Report”.

Please note, the larger your applicant pool is the longer the wait time for the report to generate.
For more information please contact your HR Recruiter.