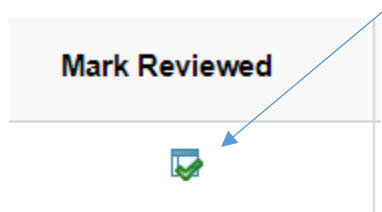


## Dispositioning an Applicant

Prior to dispositioning a candidate, each candidate has to be updated to indicate their applicant material has been reviewed. To indicate an applicant has been reviewed, click on the icon under **Mark Reviewed** to update the disposition to *Reviewed*.



- Dispositioning an applicant can be done from several dispositions, including “Reviewed” and “Interview”. To reject an applicant, click on the icon in the **Reject** column.

Manage Job Opening

Job Opening ID: 226003  
Job Posting Title: Development & Stewardship Officer  
Job Code: 443303 (DevFundraising Professional)  
Position Number: 10000020 (DevFundraising Professional)

State: 910 Open  
Business Unit: 20000 (Columbia State University)  
Department: 1100154 (Business Academic Programs)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (2)	Reviewed (2)	Screen (0)	Route (1)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)			
Applicants												
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Post
<input type="checkbox"/>	[Redacted]	[Redacted]	External	Route								
<input type="checkbox"/>	[Redacted]	[Redacted]	External	Interview								

- Choose the appropriate **Reason** from the dropdown.

Reject Applicant

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
[Redacted]	[Redacted]	226003 - Development & Stewardship Officer	

Disposition

Disposition:

\*Reason:

- 140-Inactive - Selected For A no
- Candidate Selected- Withdrew -
- Candidate obtained another job
- Duplicate Application
- S-Verify Rejected Post Offer
- Ex-Employee - prior prformance
- Failed In-Person Interview
- Failed Phone Interview
- Hired More Qualified Candidate
- Hired a More Qualified - Educ
- Hired a More Qualified - Expro
- Hired a More Qualified - Other
- Hired but No-Show
- Hiring Hold Budget
- Incomplete Application
- Ineligible - Incomplete Applct
- Ineligible - Other
- Internal - Probation/ Discipline
- Interviewed - Hired Another

- c. Click **Reject**. Click **OK** on the Success message.

### Reject Applicant

**Applicant to Reject**

Applicant ID	Name	Job Opening	Delete
		226003 - Development & Stewardship Officer	🗑️

**Disposition**

Disposition Reject  
 \*Reason ▼

Reject

Reject and Correspond

Cancel

- d. The **Disposition** is now “Reject”.

**Manage Job Opening**

[Return](#) | [Resulting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Interviews](#) | [Print Job Opening](#)
[Personalize](#)

Job Opening ID: 226003  
 Job Posting Title: Development & Stewardship Officer  
 Job Code: 443100 (Dev/Fundraising Professional)  
 Position Number: 10000002 (Dev/Fundraising Professional)
 
 Status: 010 Open  
 Business Unit: 30000 (Columbus State University)  
 Department: 1100104 (Business Academic Programs)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All	Applied	Reviewed	Screen	Route	Interview	Offer	Hire	Held	Reject
(0)	(1)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(1)

Applicants 1/1/2023

Select	Applicant Name	Applicant ID**	Type	Disposition*	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>			External	Route		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			External	Reject	Headline Qualified Candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			External	Applied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			External	Route		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			External	Reviewed		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

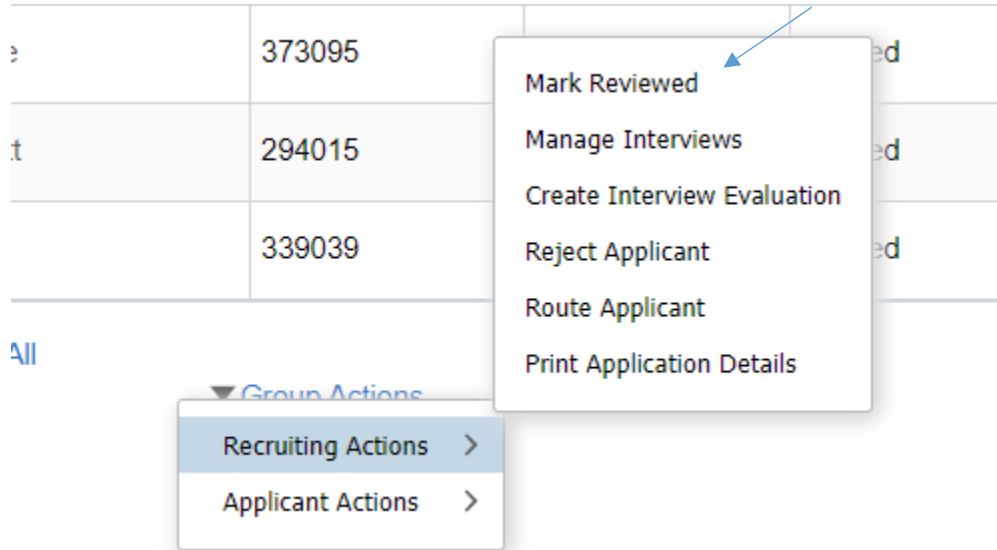
[Select All](#) | [Deselect All](#) | [▼ Drop Actions](#)

[Return](#) | [Resulting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Interviews](#) | [Print Job Opening](#)
[Top of Page](#)

## Dispositioning an Applicant-Search Committee Chair

Prior to dispositioning a candidate, each candidate has to be updated to indicate their applicant material has been reviewed.

You will find the *Mark Reviewed* action under Group Actions. After, you should be able to properly disposition the candidates.



## Disposition Applicant

- a. To disposition an applicant, go to the applicant list for the position.

Applicants    Activity & Attachments    Details

All (6)	Applied (0)	Reviewed (6)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
Applicants ?									
[Filter Icon] [Search Box] [Page Navigation: 1-6 of 6] [View All]									
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print	Other Actions
<input type="checkbox"/>	Anna Bartel	357345	External	Reviewed					Other Actions
<input type="checkbox"/>	James Blackburn	237865	External	Reviewed					Other Actions
<input type="checkbox"/>	Jazalyn Hubbard Grace	390756	External	Reviewed					Other Actions
<input type="checkbox"/>	Jesse Bishop	286264	External	Reviewed					Other Actions
<input type="checkbox"/>	John Barron	332340	External	Reviewed					Other Actions
<input type="checkbox"/>	Kendra Castelow	379798	External	Reviewed					Other Actions

Select All    Deselect All    Group Actions

- b. Place a check in the box on the left hand side of the applicant's name.

Applicants	Activity & Attachments	Details							
All (6)	Applied (0)	Reviewed (6)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
Applicants ?									
<input type="text"/> <span style="float: right;">1-6 of 6 View All</span>									
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print	
<input checked="" type="checkbox"/>	Anna Bartel	357345	External	Reviewed					Other Actions

- c. At the bottom of the page, select the *Group Actions > Recruiting Actions > Reject Applicant*

	286264		ed
	332340		ed
	379798		ed

Group Actions

- Recruiting Actions >
- Applicant Actions >

- Mark Reviewed
- Manage Interviews
- Create Interview Evaluation
- Reject Applicant ←
- Route Applicant
- Print Application Details

- d. Choose the appropriate **Reason** from the dropdown and then click **Reject**. Click **Ok** once you receive the success message.

### Reject Applicant

**Applicant to Reject**

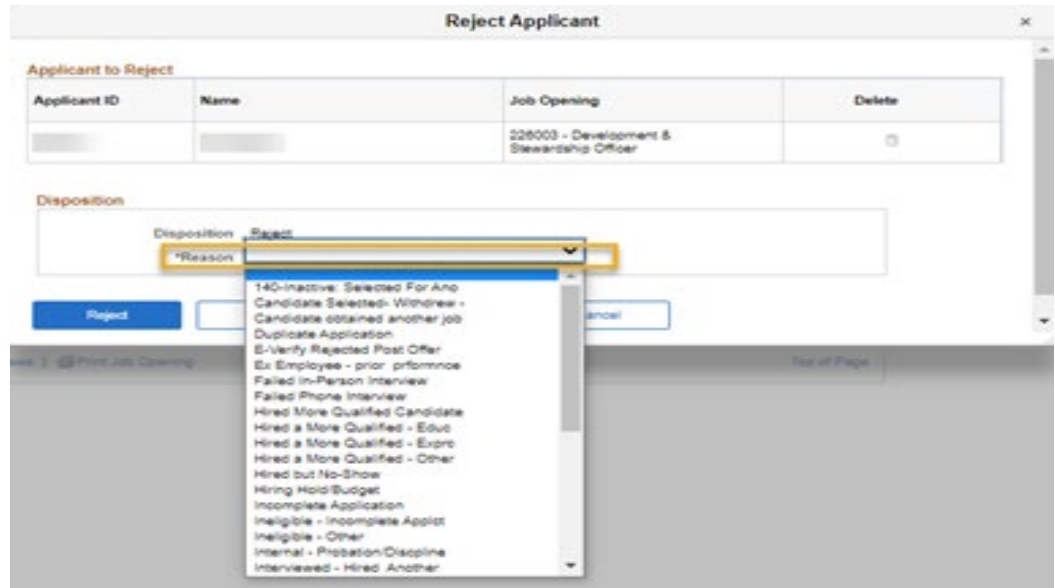
Applicant ID	Name	Job Opening	Delete
		226003 - Development & Stewardship Officer	

**Disposition**

Disposition: Reject

\*Reason: ▼

Reject
Reject and Correspond
Cancel



e. The **Disposition** is now “Reject” and reflects the **Reason**

