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*.



a. 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.

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

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

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d. The **Disposition** is now "Reject".

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Select All	Deservet All	* Droug Autor											

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.

3	373095	[Mark Reviewed	∋d
t	294015		Manage Interviews Create Interview Evaluation	ed
	339039		Reject Applicant Route Applicant	ed
All	Group Actions	_	Print Application Details	
	Recruiting Actions	>		
	Applicant Actions	>		

Disposition Applicant

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

Applicants	Activity & Attachments D	etails							
All (6)	Applied (0)	Reviewed (6)	Scre (0)	en Route (0)	e Inte	rview Offe (0) (0)	er Hire) (0)		Hold Rejec (0) (0)
Applicants ⑦									
■ Q								I¶	f 6 🗸 🕨 🕅 View All
Select	Applicant Name	Applicant ID	Туре	Disposition	Reason	Application	Resume	Print	
	Anna Bartel	357345	External	Reviewed			8	8	Other Actions
	James Blackburn	237865	External	Reviewed			8	8	Other Actions
	Jazalyn Hubbard Grace	390756	External	Reviewed			B	6	Other Actions
	Jesse Bishop	286264	External	Reviewed			8	8	Other Actions
	John Barron	332340	External	Reviewed			8	8	Other Actions
	Kendra Castelow	379798	External	Reviewed				8	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										
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Select	Applicant Name	Applicant ID	Туре	Dispositio	n	Reason	App	blication	Resume	Print		
52	Anna Bartel	357345	External	Reviewed						8	Other Action	5

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

286264	ſ	Mark Reviewed	/ed
332340		Manage Interviews Create Interview Evaluation	ved
379798		Reject Applicant	/ed
		Route Applicant	
Croup Actions		Print Application Details	
Recruiting Actions	>		
Applicant Actions	>		

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

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

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