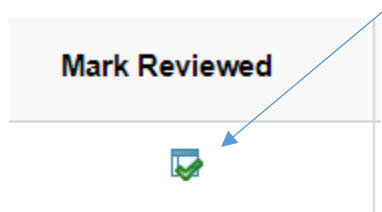## Dispositioning an Applicant

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*.

Mark 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.

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

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

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

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.

e	373095	ed
t	294015	ed
	339039	ed

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

All

▼ Group Actions

| Recruiting Actions | > |
| Applicant Actions | > |
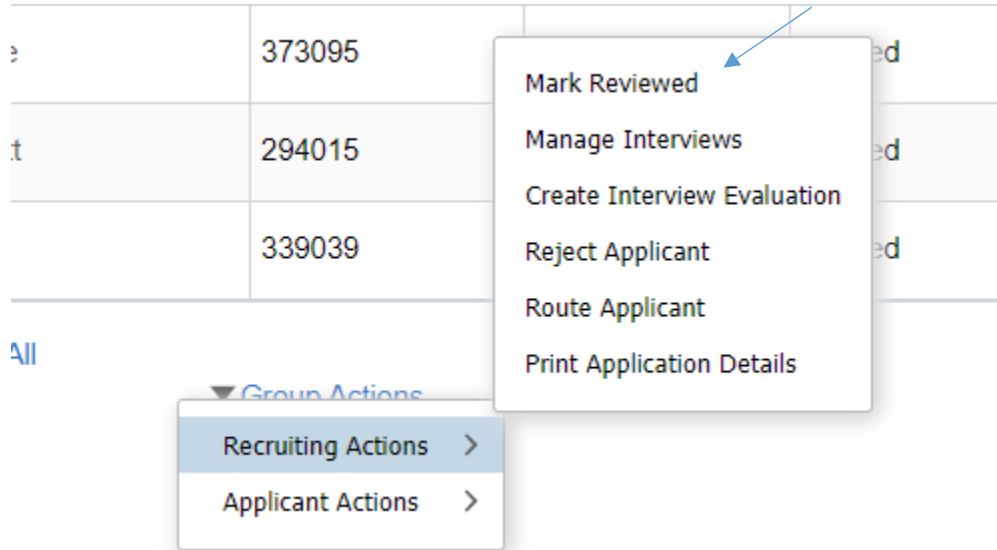
Disposition Applicant

        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 ⑦

1-6 of 6 ⌄   View All

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print	
☐	Anna Bartel	357345	External	Reviewed		🗔	📄	🖨	Other Actions
☐	James Blackburn	237865	External	Reviewed		🗔	📄	🖨	Other Actions
☐	Jazalyn Hubbard Grace	390756	External	Reviewed		🗔	📄	🖨	Other Actions
☐	Jesse Bishop	286264	External	Reviewed		🗔	📄	🖨	Other Actions
☐	John Barron	332340	External	Reviewed		🗔	📄	🖨	Other Actions
☐	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.

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

d. Choose the appropriate **Reason** from the dropdown and then click **Reject.** Click **Ok** once you receive the success message.
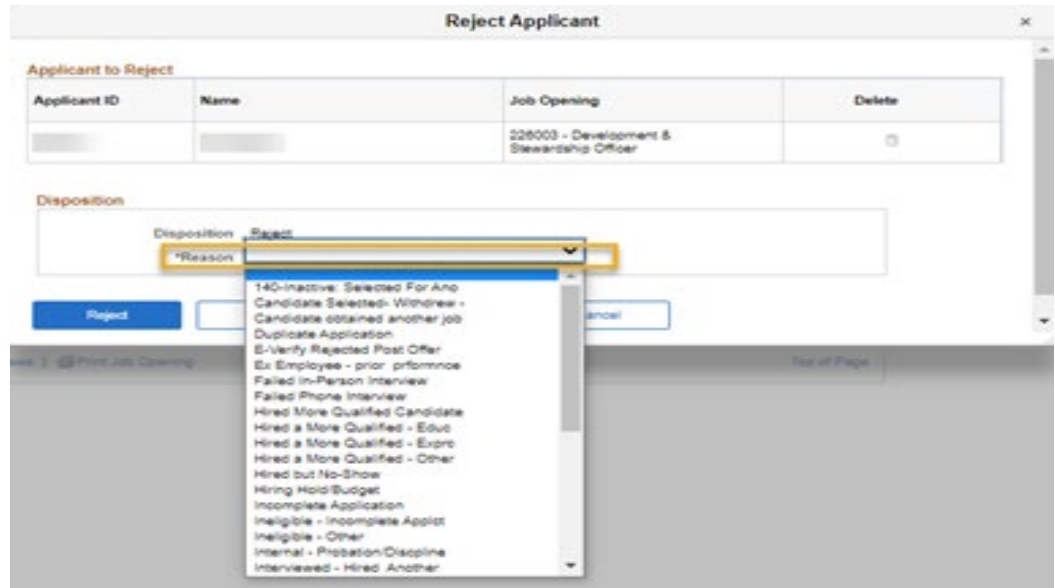
e. The **Disposition** is now "Reject" and reflects the **Reason**