

## SETTING APPLICANT DISPOSITIONS USER GUIDELINES

**Background:** During the “life” of a job opening in eRecruit, the system captures every disposition for an applicant by effective date, creating a disposition history for him/her throughout the selection process. For example, one applicant’s disposition history on Job Opening #50004 might be:

- Applied - 2/14/2010,
- Screen - 2/25/2010,
- Route - 3/1/2010,
- Interview - 3/2/2010, etc.

Applicant dispositions may be set automatically by the system and/or manually by users, depending on whether the user takes advantage of the system functionality for screening, routing and interviewing. (See the attached chart for details about all applicant dispositions and how they can be set.)

**Federal Reporting:** Complete and accurate tracking of applicant disposition data is required, based on the reporting requirements of the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP). To ensure the University is in compliance with these requirements, Units should follow the Guidelines provided below.

**Guidelines:** During the selection process for a job opening, **Units are responsible for:**

- Reviewing all applicants
- Determining which system functions (screening, routing, interviewing) to use
- Setting dispositions manually if necessary
- Ensuring that the disposition history for each applicant is accurate
- **Indicating, at minimum, which applicants have been interviewed**

**Dispositions:** The following dispositions should be **set by Unit users** as described below:

- Review:** To flag an applicant(s) who may merit further consideration for the job opening.
- Interview:** To indicate that an applicant was interviewed. Use this disposition for both telephone and in-person interviews.
- Reject:** To indicate that an applicant is not being considered for the position. Select a Status Reason to provide further detail.
- Withdrawn:** To indicate that: 1) an applicant withdrew his/her candidacy, 2) a candidate rejected a job offer, or 3) the Unit withdrew/rescinded a job offer.

For information about all eRecruit applicant dispositions and their use, please see the attached chart or eRecruit resources in MY LINC.

## ERECRUIT APPLICANT DISPOSITIONS

APPLICANT DISPOSITION	DEFINITION	IS SET BY . . .
<b>Review</b>	Applicant is flagged for possible further review during the selection process	<b>Users</b> (to identify or 'flag' applicants who may merit further review during the selection process)
<b>Linked</b>	Applicant is manually linked to a job opening	<b>System</b> (when an applicant is added to a job opening)
<b>Applied</b>	Applicant applied for this job opening	<b>System</b> (as the <b>default</b> , when an applicant applies for a job opening)
<b>Screen</b>	Applicant passed the system screening process	<b>System</b> (after the user runs the screening function and applies the results)
<b>Route</b>	Applicant's resume was routed to an individual via the eRecruit 'Route' function	<b>System</b> (when a user uses the 'Route' function for an applicant on a job opening)
<b>Interview</b>	Applicant was interviewed	<b>System</b> (when an interview is created in eRecruit)  <b>Users</b> (to indicate the applicant was interviewed – Applicant Disposition)
<b>Offer</b>	Job Offer approval process is complete	<b>System</b> (after the last job offer approver completes the approval in eRecruit)
<b>Offer Accepted</b>	A job offer to the selected candidate is accepted	<b>System</b> (when the offer status is changed to 'Accepted')
<b>Ready to Hire</b>	The 'Prepare for Hire' action for this candidate is complete	<b>System</b> (when the 'Prepare for Hire' page is submitted)
<b>Hired</b>	The hire information for this candidate is added to the Job Table in MPathways	<b>System</b> (once the hire goes through the suspense process and the employee's information is added to or updated on the Job Table in MPathways)
<b>Hold</b>	No further action is planned for this applicant on the job opening	<b>System</b> (when the selected candidate's disposition is set to 'Accepted' all other applicant dispositions for the job opening are set to 'Hold')
<b>Reject</b>	Applicant is not being considered for or is not selected for the job opening	<b>System</b> (1. after screening is run and applied by a user, the system sets applicant dispositions to 'Reject' for all candidates who failed, or 2. after the selected candidate's disposition on a job opening is changed by the system to 'Hired', all other applicant dispositions are changed to 'Reject')  <b>Users</b> (when an applicant will no longer be considered for the job opening for the Status Reason selected)
<b>Withdrawn</b>	Interest in the job or in the candidate is withdrawn, or an offer is rejected	<b>Users</b> (1. when a Unit withdraws a job offer, 2. when an applicant withdraws their candidacy for a job, or 3. when a candidate rejects a job offer)
<b>Inactive</b>	Applicant is not active in eRecruit	<b>System</b> (when an applicant fails the automated restricted table check, their overall applicant status in eRecruit is set to 'Inactive')