**Applicant Disposition Requirements**

Use this table to guide you in updating applicant dispositions during the recruiting process. Governmental agencies may require information about our recruiting decisions, so it’s important to update applicant records in real time, as you and your team make decisions.

Column definitions:

**Starting Applicant Disposition**: Displays the beginning applicant disposition before the recruiting decision shown in the second column takes place.

**Recruiting Decision**: Describes a recruiting decision by a member of the hiring team that triggers a change in the applicant disposition.

**Action**: **Change to Applicant Disposition**: Based on the recruiting decision, the disposition is changed.

**Status Reason Selection(s) for Reject**: When rejecting an applicant, you are required to select a Status Reason. Use this information to guide you in selecting a Status Reason.

<table>
<thead>
<tr>
<th>Starting Applicant Disposition</th>
<th>Recruiting Decision</th>
<th>Action: Change to Applicant Disposition</th>
<th>Status Reason Selection(s) for Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applied</strong></td>
<td>Applicant does not meet Qualifications</td>
<td>Change disposition to 110 Reject and determine appropriate Reason</td>
<td>Lacks Minimum Requirements</td>
</tr>
<tr>
<td></td>
<td>Applicant meets Qualifications</td>
<td>Change disposition to 050 Route*</td>
<td></td>
</tr>
<tr>
<td><strong>Route</strong></td>
<td>Applicant does not meet selection criteria</td>
<td>Change disposition to 110 Reject and determine appropriate Reason</td>
<td>Lacks Selection Criteria Misrepresentation No Longer Interested No Show/Cancelled Interview Selected for Other Position Unable to Contact</td>
</tr>
<tr>
<td></td>
<td>Applicant meets selection criteria, but will not be interviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applicant meets selection criteria and will be interviewed</td>
<td>Change disposition to 060 Interview**</td>
<td></td>
</tr>
</tbody>
</table>

* Disposition will automatically update to Route if Recruiter uses Route button or the group action to Route applicant.

** Disposition will automatically update to Interview if Recruiter uses Manage Interview functionality.
<table>
<thead>
<tr>
<th>Starting Applicant Disposition</th>
<th>Recruiting Decision</th>
<th>Action: Change to Applicant Disposition</th>
<th>Status Reason Selection(s) for Reject</th>
</tr>
</thead>
</table>
| Interview                     | Applicant was interviewed, will not be hired | Change disposition to **110 Reject** and determine appropriate Reason | Another Applicant was Hired  
Lacks Selection Criteria  
Misrepresentation  
No Longer Interested  
No Show/Cancelled Interview  
Selected for Other Position |

<table>
<thead>
<tr>
<th>Offer</th>
<th>Applicant rejects job offer on Careers</th>
<th>Status automatically changes status to <strong>110 Reject</strong></th>
<th>System automatically changes status reason to <strong>Offer Rejected</strong></th>
</tr>
</thead>
</table>
| Recruiter rejects offer on behalf of Applicant | Use **Reject Offer** functionality; system automatically changes status to **110 Reject**, and changes status reason to **Offer Rejected** | Select **Offer Rejected** reason:  
Another Job Benefits  
Other Compensation  
Personal Salary |

<table>
<thead>
<tr>
<th>Offer</th>
<th>Applicant accepts offer on Careers</th>
<th>System automatically changes status to <strong>071 Offer Accepted</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter accepts offer on behalf of Applicant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Disposition will automatically update to Offer upon completion and approval of Prepare Job Offer functionality.
<table>
<thead>
<tr>
<th>Starting Applicant Disposition</th>
<th>Recruiting Decision</th>
<th>Action: Change to Applicant Disposition</th>
<th>Status Reason Selection(s) for Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer Accepted</td>
<td>Background check is successfully completed and all necessary paperwork is gathered for hire</td>
<td>Recruiter: Move applicant through to Prepare for Hire. System changes status to 080 Ready to Hire</td>
<td>Another Applicant was Hired</td>
</tr>
<tr>
<td></td>
<td>Applicant withdraws or background check is not successful</td>
<td>Change disposition to 110 Reject and determine appropriate Status Reason</td>
<td>Lacks Selection Criteria</td>
</tr>
<tr>
<td>Ready to Hire</td>
<td>Applicant is hired into Job Data</td>
<td>System changes applicant status to 090 Hired; if no more vacancies on job opening, job opening is filled. All remaining applicants are marked as 110 Reject, Another Applicant Was Hired</td>
<td>Misrepresentation No Longer Interested No Show/Canceled Interview</td>
</tr>
<tr>
<td></td>
<td>Applicant is not hired</td>
<td>Recruiter uses Withdraw from Hire function. System updates status to 120 Withdrawn.</td>
<td>Selected for Other Position</td>
</tr>
</tbody>
</table>
Creating and Managing Applicant Lists

Applicant lists can be used to help manage your work when you have a large number of applicants for a job opening. You can take action on the applicants on a list from the list itself. You may also find it helpful to use applicant lists to save some applicants for future consideration.

My Applicant Lists is a pagelet on the Recruiting Home that displays up to five applicant lists. The lists are sorted alphabetically with any private lists displayed first, followed by public lists. Since public lists are viewable by all recruiting users, you may wish to make your lists private.

Follow the steps below to create an applicant list.

Step 1: From your Recruiting Home, click on a Job Opening in the My Job Openings pagelet.

Step 2: On the Manage Job Opening page, select the checkboxes for the applicants you wish to place on a list. Next select Group Actions > Applicant Actions > Add Applicant to List.

The Add to Applicant List page is displayed. You have the ability to add the applicants to an existing list or create a new list.
Step 3: Create New List: To create a new list, click <Create New List>. The Create New List page is displayed. Enter the required information (List Name, Status) and click <Save>.

Step 4: Manage Applicant List

The Manage Applicant List page is displayed. You can take action on applicants from the list, edit the list details, or create another list from the list of applicants displayed.
EVALUATING THE CANDIDATE POOL FOR A JOB OPENING

Pool approval is a name for the process of evaluating the candidate pool for a job opening to ensure that it meets the University's EOAA goals. To evaluate the candidate pool, you will use the PeopleSoft Query Viewer functionality to run a query that creates a report on the makeup of your candidate pool for a specific job opening.

If you select to download the results to an Excel™ spreadsheet, you can save the spreadsheet and then upload it to the Activities and Attachments tab on the Manage Job Opening page for the job opening.

**Step 1: Navigate to Query Viewer**

Main Menu > Reporting Tools > Query > Query Viewer

**Step 2: Enter Query Name**

You can search for the query that you need to run, or enter in UM_RS_EOAA_POOL. This will bring up the Query for you to run.
**Step 3: Run Query**

You may download the results of the query to HTML, Excel™, or XML. It is recommended that you download the results to Excel™, so you can save the results as an Excel™ file and then upload the file to the Activities and Attachments tab on the Manage Job Opening page. However, you may run it to any of these options. In this example, we will run it to HTML.

Click the option you would like to Run to, and a new window will open for you:

![Query Result](image)

**Step 4: Enter Prompt**

This query is set to run against a specific job opening. Enter the job opening that you would like to view, and then click View Results.

![Query Result](image)

The query shows you that for job opening 30009, there were 6 total candidates:

- 2 Black Female
- 1 Pacific Islander Female
- 1 Black Male
- 2 White Unknowns

You can download your results in various formats from this page.

Please consult with your EOAA Liaison if you need help determining whether the makeup of the candidate pool is sufficient.