**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>Applied</td>
<td>Applicant does not meet Qualifications</td>
<td>Change disposition to <strong>110 Reject</strong> and determine appropriate Reason</td>
<td>Lacks Minimum Requirements</td>
</tr>
<tr>
<td></td>
<td>Applicant meets Qualifications</td>
<td>Change disposition to <strong>050 Route</strong>*</td>
<td></td>
</tr>
<tr>
<td>Route</td>
<td>Applicant does not meet selection criteria</td>
<td>Change disposition to <strong>110 Reject</strong> 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 <strong>060 Interview</strong>**</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>
<tbody>
<tr>
<td>Interview</td>
<td>Applicant was interviewed, will not be hired</td>
<td>Change disposition to <strong>110 Reject</strong> and determine appropriate Reason</td>
<td>Another Applicant was Hired&lt;br&gt;Lacks Selection Criteria&lt;br&gt;Misrepresentation&lt;br&gt;No Longer Interested&lt;br&gt;No Show/Cancelled Interview&lt;br&gt;Selected for Other Position</td>
</tr>
<tr>
<td></td>
<td>Applicant was interviewed, will be offered the position</td>
<td>Change disposition to <strong>070 Offer</strong>*</td>
<td></td>
</tr>
<tr>
<td>Offer</td>
<td>Applicant rejects job offer on Careers</td>
<td>Status automatically changes status to <strong>110 Reject</strong></td>
<td>System automatically changes status reason to <strong>Offer Rejected</strong></td>
</tr>
<tr>
<td></td>
<td>Recruiter rejects offer on behalf of Applicant</td>
<td>Use <strong>Reject Offer</strong> functionality; system automatically changes status to <strong>110 Reject</strong>, and changes status reason to <strong>Offer Rejected</strong></td>
<td>Select <strong>Offer Rejected</strong> reason: Another Job Benefits&lt;br&gt;Other Compensation&lt;br&gt;Personal Salary</td>
</tr>
<tr>
<td></td>
<td>Applicant accepts offer on Careers&lt;br&gt;Recruiter accepts offer on behalf of Applicant</td>
<td>System automatically changes status to <strong>071 Offer Accepted</strong></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</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>No Show/Canceled Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td></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 Applicant Pool for a Job Opening

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

1. From the MyU main page, select <Reporting Center>.

2. From the Reporting Center page, under the Reporting Tools section, select <HRMS Query Viewer>.

The Query Viewer page appears.

3. Enter in “UM_RS_EOAA_POOL“ in the begins with field.

4. Click <Search>.
Evaluating the Applicant Pool for a Job Opening (cont.)

All matching queries appear in the Search Results table.

Note: The query can run to HTML, Excel, or XML. Best practice is to run to Excel, so you can save the results and upload the file to the Manage Job Opening page on the Activities & Attachments tab. However, you may run it to any of these options. In this example, it will run to HTML.

5. Click the appropriate option link to run the query. A new window opens.
6. In the Job Opening field, enter the job opening number of the applicant pool you are evaluating.
7. Click <View Results>.

The results appear at the bottom of the page.

8. The query shows that for job opening 30009, there were 6 total applicants. The breakdown is as follows:
   - 2 Black Female
   - 1 Pacific Islander Female
   - 1 Black Male
   - 2 White Unknowns

9. To download the results, select either <Excel Spreadsheet>, <CSV Text File> or <XML File>.
   Note: If you need help determining whether the makeup of the applicant pool is sufficient, please consult with your EOAA Liaison.
Modifying a Job Opening

Recruiters can use this procedure to determine whether they can modify a job opening that has already been created. First, use the decision tree below to determine whether you have permission to modify it. If you do, follow the Modifying a Job Opening procedure below to make the change.

Modifying a Job Opening Procedure

1. Navigate to the Manage Job Opening page for the job opening you wish to modify by using one of the processes below:
   - Recruiting Home > My Job Openings pagelet then click the <job opening> link.
   - Recruiting Home > Quick Links pagelet > Search Job Opening then conduct a search by entering the job opening ID number or other parameter.

2. Determine whether the change you are making is to data elements that have been brought into the job opening from Position Management.

   Answer this question: Does the change impact any of the position fields listed below? If yes, continue to Step 3. If no, go to Step 4.

   - Job Code
   - Reg/Temp
   - Title
   - Union Code
   - Location
   - Bargaining Unit
   - Full/Part Time
   - Department
   - Standard Hours
   - Grade
   - Company
   - Business Unit

   Does the change impact any of the Position fields listed below:
   - Job Code
   - Reg/Temp
   - Title
   - Union Code
   - Location
   - Bargaining Unit
   - Full/Part Time
   - Department
   - Grade
   - Standard Hours
   - Company
   - Business Unit

   Has the job been approved and posted?

   Contact Position Management

   Contact your Central Recruiter

   Use the Modifying a Job Opening procedure
Modifying a Job Opening (cont.)

3. If the change impacts any of the position fields, follow the steps below:
   a. On the Job Details tab, delete the information in the Position field.
   b. In the Position field, re-enter the position information.
   c. Click <Save> to save the job opening.

   This updates the data elements brought into the job opening from Position Management. This is the only way that Position Management changes will be reflected in the job opening on the Job Details tab.

4. Make your modifications to information on the Job Details, Job Posting, or Hiring Team tab.

5. Click <Save>.

Depending on the modifications you have made, you may need to review applicants in the pool to re-evaluate their qualifications.
Rejecting and Corresponding with Applicants

This procedure describes how recruiters use the Manage Job Opening page to reject and correspond with applicants, using either Group Actions or by rejecting an individual applicant.

1. Begin by navigating to the “hidden” Manage Job Opening page by clicking the job opening link on the My Job Openings pagelet.

The Manage Job Opening page displays.

2. To reject more than one applicant at the same time, follow the steps below:
   a. Click the Select checkbox next to each candidate’s name.
   b. Click <Group Actions>.
   c. From the Group Actions menu, select “Recruiting Actions” then “Reject Applicant.”

3. To reject a single applicant, click the reject icon.

The Reject Applicant page displays.

4. On the Reject Applicant page, select the reason for the rejection from the Reason drop-down menu.

5. Click <Reject and Correspond>.

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Rejecting and Corresponding with Applicants (cont.)

The Send Correspondence page displays.

6. To correspond with the recipients using a predesigned template letter, follow the steps below:
   a. Click the Letter drop-down arrow.
   b. Select the appropriate letter template.
   c. In the Subject field, enter subject information.
   d. Uncheck the Include Interested Parties checkbox.
   e. To preview the correspondence, click <Preview>.
   f. If you are satisfied with the correspondence, click <Send>.

Note: You also have the ability to send custom correspondence by leaving the Letter field blank and entering text in the Message field instead.

Note: It is possible to reject and correspond with applicants from the Manage Applicant page, using either <Group Actions> or the reject icon. The Manage Applicant page is a “hidden” page that you navigate to by clicking an applicant’s name on your My Applicants pagelet on the Recruiting Home page.

If you need to reject an applicant who has applied for a number of jobs, it may be more efficient to use a Group Action on the Manage Applicant page. From the Manage Applicant page, you can reject the person from more than one job opening at the same time.
Routing Applicants to the Hiring Manager

This procedure describes how recruiters use the Manage Job Opening page to route applicants to hiring managers. It describes how to route individual applicants and how to use Group Actions to route more than one applicant at a time. Since it is more efficient, it is recommended that you use the Group Action method whenever possible.

1. From your Recruiting Home page, navigate to the “hidden” Manage Job Opening page for the job opening by doing one of the options listed below:

   - From your My Job Openings pagelet, under the No Action Taken column, click the <number> for the job for which you are routing applicants.
   - From your My Job Openings pagelet, under the Job Opening column, click the job title link. The Manage Job Opening page appears. From the Manage Job Opening page, click the Applied tab to display the applicants who are ready for routing.

The Applied tab is displayed on the Manage Job Openings page.

2. Click the resume and application icons to review application materials for the applicants.
Routing Applicants to the Hiring Manager (cont.)

3. You can route multiple applicants at the same time or route by one applicant at a time by following the appropriate option listed below:
   - To route multiple applicants, click the Select checkbox next to each candidate’s name then click <Group Actions>. From the Group Actions menu, select “Recruiting Actions” then “Route Applicant”.
   - To route individual applicant(s), one at a time, click the route icon for the applicant.

4. The Route Applicant page appears with the name(s) of the applicant(s) listed in the Applicants to Route section of the page. The Recipients section of the page is prepopulated with the hiring manager’s contact information.

5. To route the applicants, click <Save>. The hiring manager receives an email with links to the applicant(s)’ information.

Note: It is also possible to route applicants from the Manage Applicant page, using either <Group Actions> or by clicking the route icon. Manage Applicant is a “hidden” page that you navigate to by clicking an applicant’s name on your My Applicants pagelet on the Recruiting Home page.
Scheduling Interviews

This job aid describes how recruiters use the Interview Schedule page to schedule interviews with applicants. It presents two ways to navigate to the Interview Schedule page: by using the <email notification> link and through the My Applicants pagelet. You can also navigate from the My Job Openings pagelet by selecting the job the person is interviewing for.

1. Navigate to the Manage Applicant page by following one of two processes:
   - If the hiring manager has followed the recommended process, you will receive an email notification. Click the link in the email notification to navigate automatically to the “hidden” Manage Applicant page for the applicant.
   - If you are not working from the email, from the Recruiting Home page, on your My Applicants pagelet, click the <name of the applicant>. The Manage Applicant page is displayed.

2. To schedule the interview, either click the interview icon for the appropriate job opening or click the Interview Schedule/Evaluation tab and then click <Create Interview>. The Interview Schedule page is displayed.

3. Enter the date and time information in the Date, Start Time, and End Time fields.

4. From the Interview Type drop-down menu, select an interview type. Select “Campus” for an interview that takes place on campus.

5. If you have already confirmed the interview with the applicant, from the Applicant Response drop-down menu, select “Accepted.”
Scheduling Interviews (cont.)

6. You can add a comment that will be displayed on the Jobs website, on the applicant’s Interview Details page. To do this, click the comments icon next to the Applicant Response field. Enter comments in the Interview Schedule Comments field and click <OK>.

7. Select the Notify Applicant and Notify Interview Team checkboxes. The applicant and the individuals listed in the Interviewers section of the page will be notified by email.

Note: Neither applicants nor interviewers have the ability to accept or decline interview invitations using the recruiting system. This must be done “outside” the system.

8. In the Interviewers section of the page, use the <Add Interviewer> button and the lookup icon to add the names of the interviewers. Make sure you add the name of the hiring manager.

9. If you have confirmed the interview with any of the interviewers, under the Response column, from the drop-down menu for the appropriate record, select “Accepted.”

10. You can add a comment to the Interview Calendar page of an interviewer. To do this, click the comments icon for the interviewer. Enter comments in the Interview Schedule Comments field and click <OK>.

11. In the Venue Information section of the page, enter the complete location information in the Location field. Do not use the Venue field.

12. If you would like to add a note or attachment related to the interview, use the <Add Note> or <Add Attachment> buttons.

Note: Notes are associated only to the interview, not to the job opening or the applicant.

13. Click <Submit> to schedule the interview and notify the interviewers and the applicant.