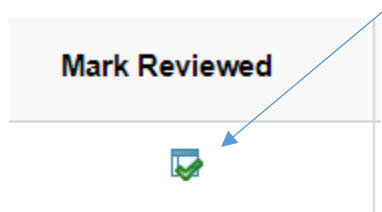


Dispositioning an Applicant

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 to update the disposition to



- a. Dispositioning an applicant can be done from several dispositions, including “Reviewed” and “Interview”. To reject an applicant, click on the icon in the column.

Manage Job Opening

Job Opening ID: 226003
Job Posting Title: Development & Stewardship Officer
Job Code: 443303 (DevFundraising Professional)
Position Number: 10000020 (DevFundraising Professional)

State: 910 Open
Business Unit: 20000 (Columbia State University)
Department: 110154 (Business Academic Programs)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (2)	Reviewed (2)	Screen (0)	Route (1)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)			
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Post
			External	Route								
			External	Interview								

- b. Choose the appropriate from the dropdown.

Reject Applicant

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
		226003 - Development & Stewardship Officer	

Disposition

Disposition: Reject

Reject

- 10 - Incomplete Application
- 11 - Candidate Selected - Withdraw
- 12 - Candidate obtained another job
- 13 - Duplicate Application
- 14 - S-Verify Rejected Post Offer
- 15 - Ex-Employee
- 16 - Failed Interview
- 17 - Failed Phone Interview
- 18 - Hired More Qualified Candidate
- 19 - Hired a More Qualified - Educ
- 20 - Hired a More Qualified - Expro
- 21 - Hired a More Qualified - Other
- 22 - Hired but No-Show
- 23 - Hiring Hold/Budget
- 24 - Incomplete Application
- 25 - Ineligible - Incomplete Applct
- 26 - Ineligible - Other
- 27 - Internal - Probation/ Discipline
- 28 - Interviewed - Hired Another

c. Click . Click on the Success message.

Reject Applicant

Applicant

Applicant ID	Name	Job Opening	Delete
		Z20003 - Development & Stewardship Officer	

Disposition

Disposition: **Reject**

*Reason:

d. The is now "Reject".

Manage Job Opening

Return | Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interview | Print Job Opening

Job Opening ID: Z20003
 Job Posting Title: Development & Stewardship Officer
 Job Code: 443100
 Position Number: 10000002 (Development & Stewardship Professional)

Applicants | Applicant Search | Applicant Screening | **Applicant Disposition** | Clear

All (6)	Applied (1)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (1)
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Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Offer	Hire	Hold	Reject	Print	Other Actions
<input type="checkbox"/>			External	Route												Other Actions
<input type="checkbox"/>			External	Reject	Headline Qualified Candidate											Other Actions
<input type="checkbox"/>			External	Applied												Other Actions
<input type="checkbox"/>			External	Route												Other Actions
<input type="checkbox"/>			External	Reviewed												Other Actions

Select All | Deselect All | Group Actions

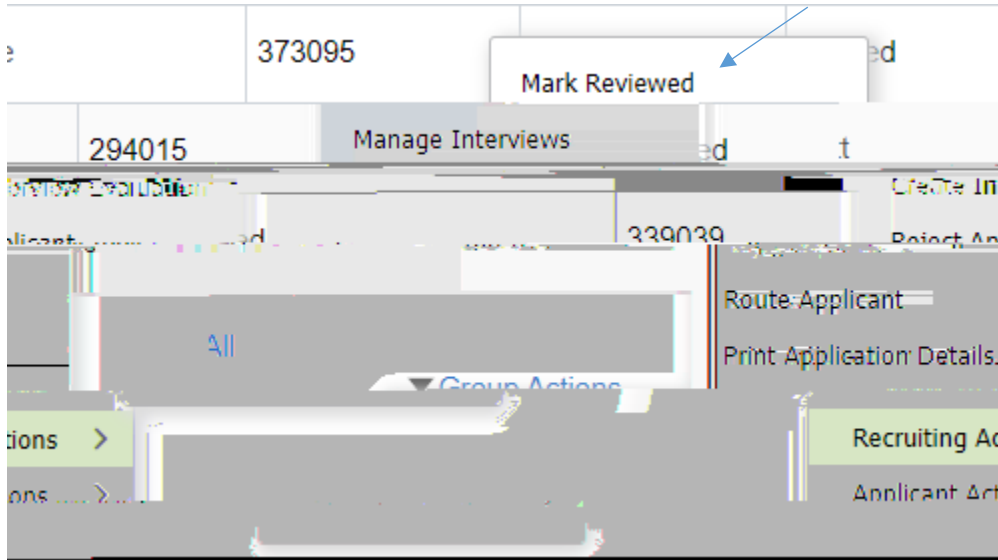
Return | Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interview | Print Job Opening

Top of Page

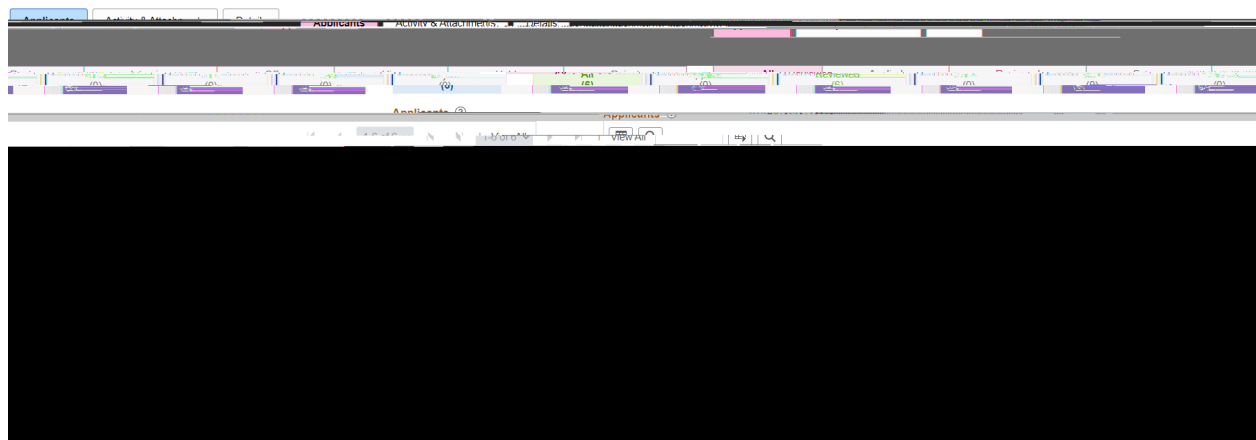
Dispositioning an Applicant

Prior to dispositioning a candidate, each candidate has to be updated to indicate their applicant material has been reviewed.

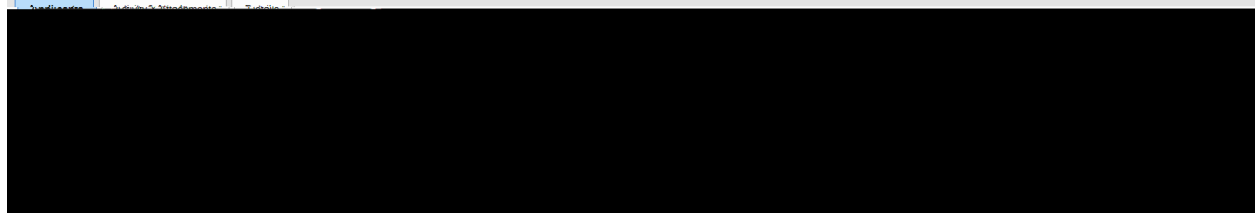
You will find the [Mark Reviewed](#) action under Group Actions. After, you should be able to properly disposition the candidates.



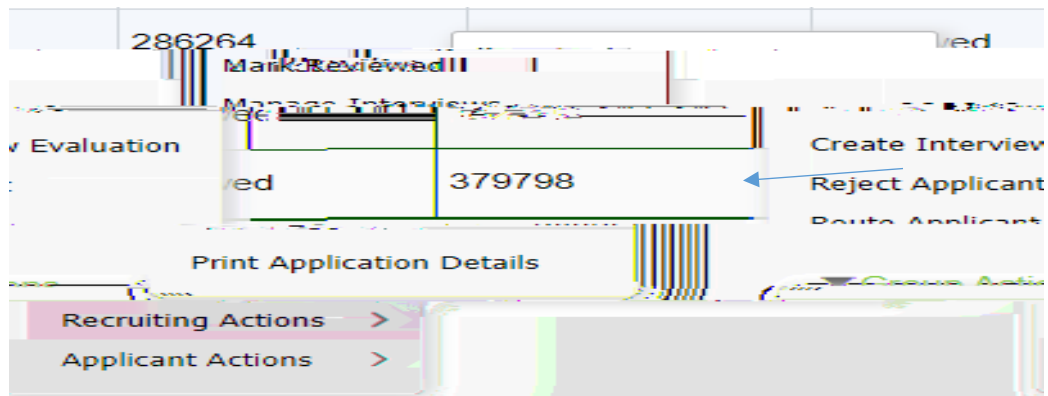
- a. To disposition an applicant, go to the applicant list for the position.



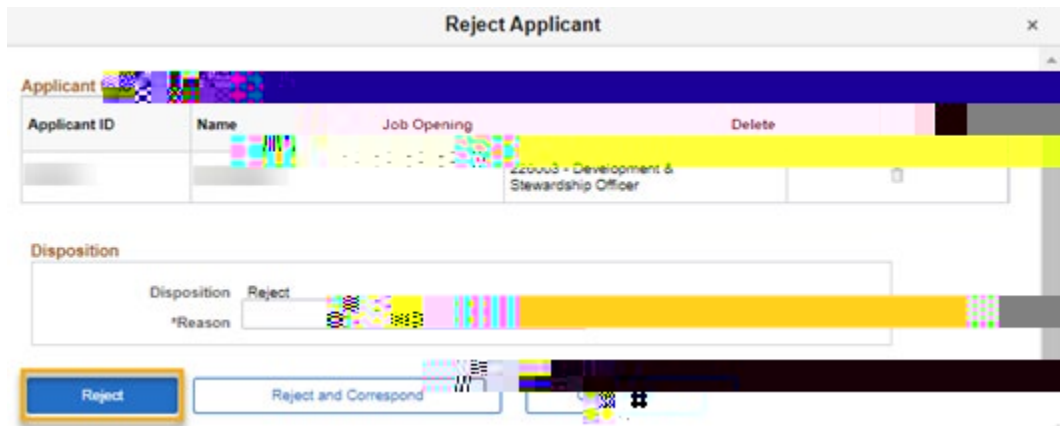
- b. Place a check in the box on the left hand side of the applicant's name.



At the bottom of the page, select the



- d. Choose the appropriate [redacted] from the dropdown and then click [redacted]. Click [redacted] once you receive the success message.



e. The