Manager Space:
Disposition Candidates

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How to Disposition

1. From the **ALL** tab.
   a) Right click on the candidate
      - Select **Move to Step**
      - **Disposition**

      OR
   b) On the **Workflow** tab
      - Drag and Drop the candidate into **Disposition**

2. Select the magnifying glass for a list of disposition types.

3. Select the appropriate disposition from the list. (See list below.)
   - When using the step **Disposition**. Every Disposition Reason sends the **Final email**.
4. Click Submit.

Only use the **Disposition No Email** step when you have verbally told the candidate they were not selected (or shared the rejection by other means). Candidates moved to this step do not receive any communication.
This is often used for candidates that made it to the final round of interviews, but didn't get selected. A personal rejection goes a long way in keeping strong candidates interested in other opportunities.

Types of Dispositions

You can disposition candidates throughout the selection process.
- If you know you are not going to interview the candidate, you can disposition at any time.
- Do not disposition a candidate immediately after he or she has submitted a job application or immediately following a job interview.

Best Practice: Wait at least 24 hours before you disposition a candidate.

The dispositions you will use are:
- **AW** - applicant withdrew
- **D2I** - applicant declined second interview
- **DA** - applicant declined appointment
- **DA1** - declined Appointment - salary/benefits
- **DA2** - declined Appointment - another opportunity/offer
- **DA3** - declined Appointment - Lack of flex work/telework
- **DI** - applicant declined interview
- **DI1** – declined Interview - salary/benefits
- **DI2** – declined Interview - another opportunity/offer
- **DI3** – declined Interview - Lack of flex work/telework
- **FA** - applicant failed to appear for interview
- **FC** - failed to comply with requirements
- **NA** - interviewed, not appointed
- **NS** - applicant not selected for interview
- **UC** - unable to contact the applicant

Correspondence

When a candidate is moved to the step: Disposition, the system sends an auto-generated email.
The same email is sent for every disposition reason.

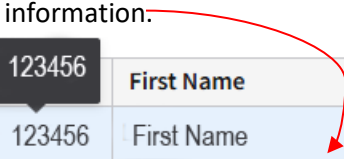

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Preference Candidates:

Watch for Preference Candidates marked with this symbol: ⓘ in the first column. The value in the first column may vary depending on what screen you are viewing. Hovering on the on the symbol will also give you information.

- For information regarding the specific preference, double click on the candidate to view the Notes. You can find Notes on the Quick Links Card.
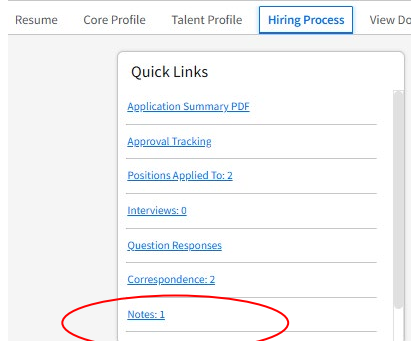
Moving Candidates:

- Once you have determined you want to interview a candidate, you may move them to one of the steps below to separate them from other candidates.
  - Right click on the candidate and select **Move to Step.**
  - Choose one of the options:
    - Preference Interview
    - Second Tier Candidates
    - Possible Interview
    - Interview Scheduled

- **Ready to make an offer?**
  - Right click on the candidate, choose **Move to Step** and then select **HR Offer Review**.
    - Then follow your agency's hiring approval process and contact your Human Resource Manager or your Human Resource Generalist.

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