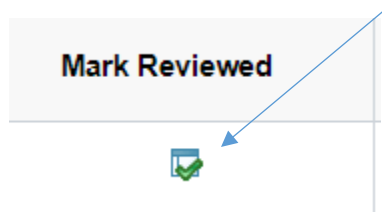


## Dispositioning an Applicant

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



- 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)			
Applicants												
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Post
<input type="checkbox"/>			External	Route								
<input type="checkbox"/>			External	Interview								

- Choose the appropriate from the dropdown.

Reject Applicant

Applicant to Reject

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

Disposition

Disposition:

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

Disposition

Disposition: Reject

\*Reason:

Reject

Reject and Respond

d. The is now "Reject".

Manage Job Opening

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

Personnel

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

Business Unit: 0000 (Columbus State University)  
Department: 100104 (Business Systems Program)

Applicants | Applicant Search | Applicant Screening | Details

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

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Offer	Hire	Hold	Reject	Other Actions
<input type="checkbox"/>			External	Route											Other Actions
<input type="checkbox"/>			External	Reject	Hired Since 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 | Other Actions

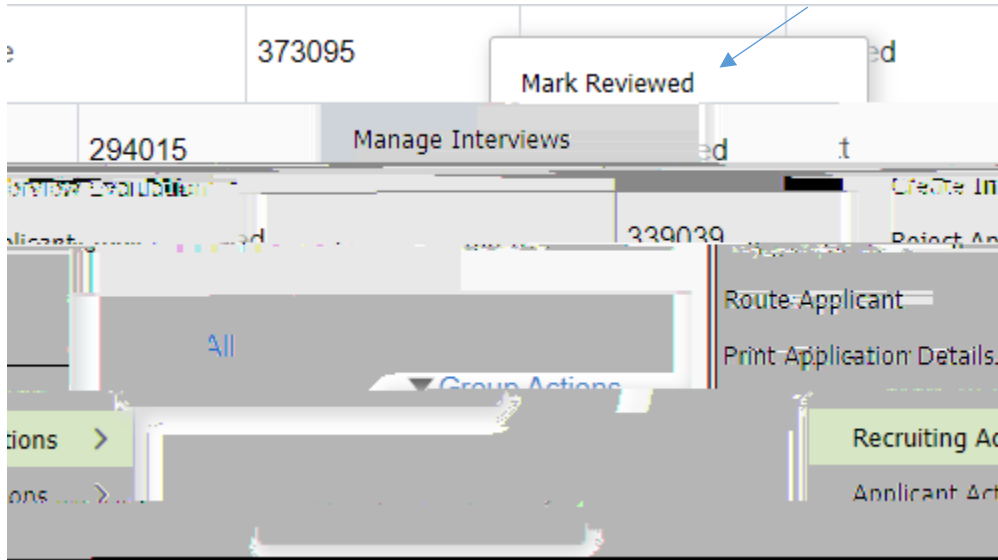
Return | Resulting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interviews | Print Job Opening

Top of Page

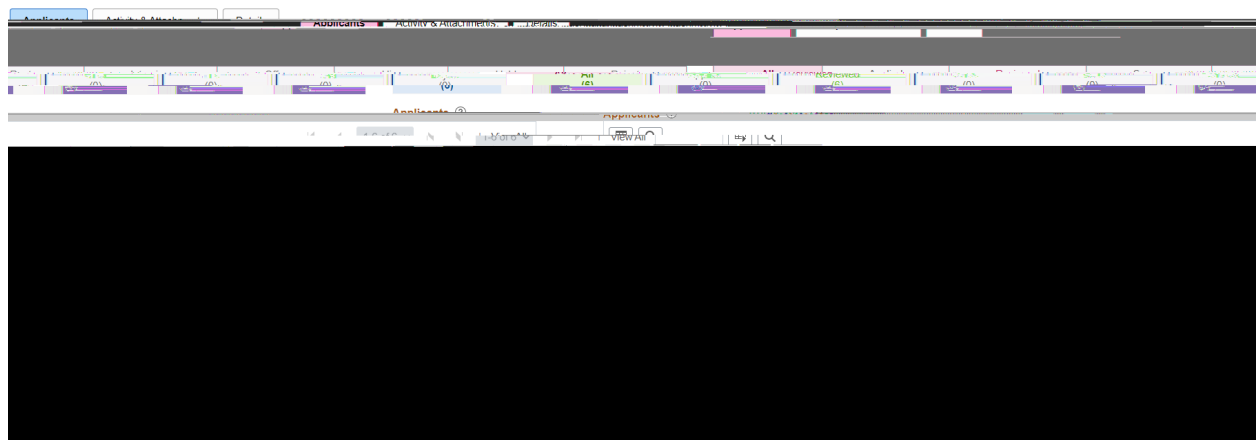
## Dispositioning an Applicant

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

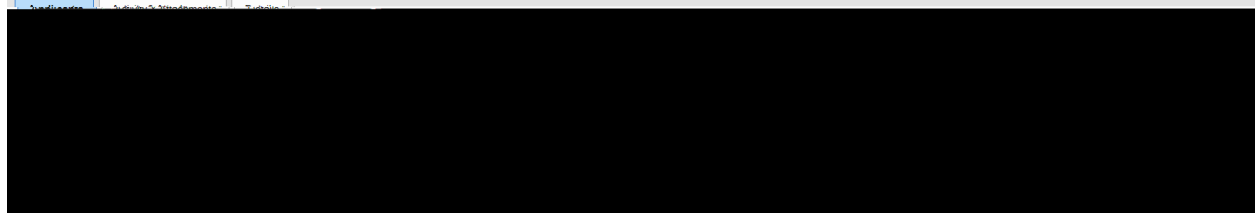
You will find the [Mark Reviewed](#) action under Group Actions. After, you should be able to properly disposition the candidates.



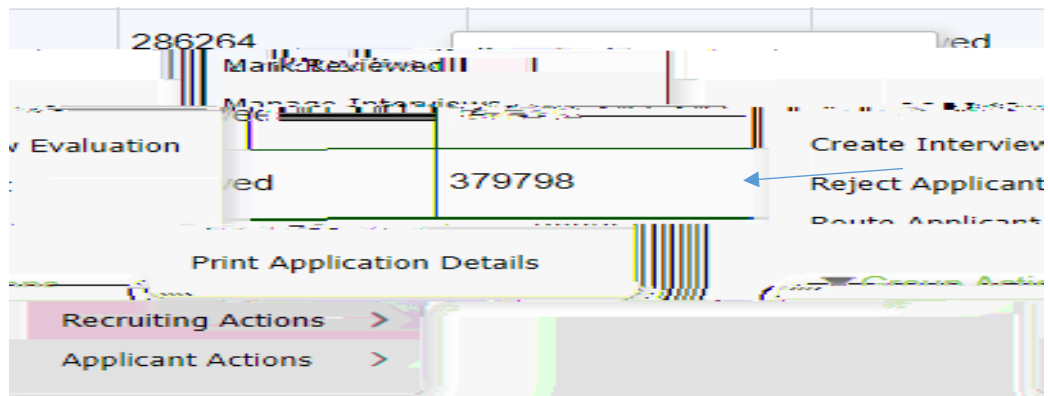
- a. To disposition an applicant, go to the applicant list for the position.



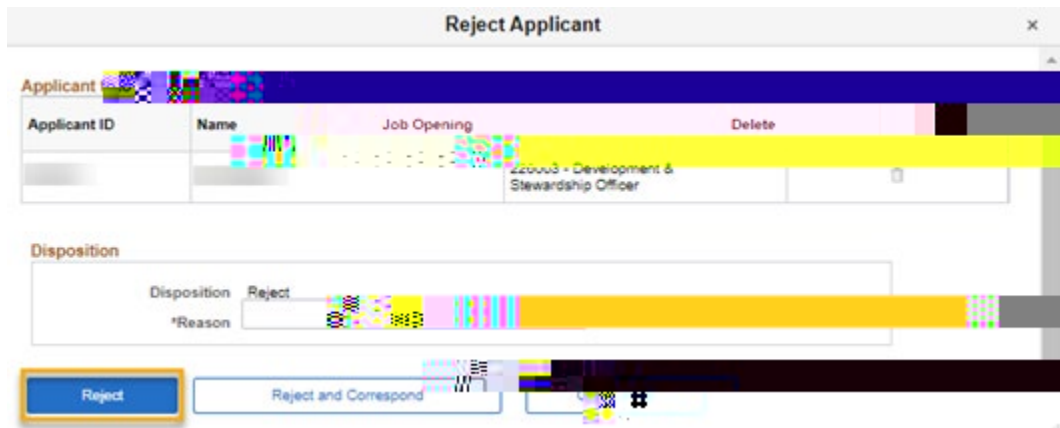
- b. Place a check in the box on the left hand side of the applicant's name.



At the bottom of the page, select the



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



e. The