



Faculty Applicant Dispositions: Definition Guide and Frequently Asked Questions

Disposition codes are used to document internally the most significant reason why a specific candidate for an open position is no longer in consideration for the position (no longer a job candidate). The candidate will not see the disposition code entered. The purpose of this guide is to provide a brief overview of the faculty applicant disposition requirement, the definition of each disposition code, and to provide examples for when each code will most likely be used in the hiring process. All applicants must be dispositioned by the conclusion of a search with only the singular top explanation (one disposition code) entered for each candidate.

FACULTY DISPOSITION PROCESS OVERVIEW & EXAMPLES

A disposition captures both *where in the search process* and *why* an applicant falls out of the hiring process. The “Status” and “Disposition Code” functions in Interfolio are used for faculty dispositions. An applicant’s status will reflect the final stage they made it to in the hiring process. The four status options are: “Reviewed”, “Interview 1”, “Interview 2”, “Offer”, and “Hire”. An applicant’s disposition code refers to an applicant’s job-related reason for non-selection. Disposition code options and their definitions are found in the next section. It is strongly recommended that all faculty disposition options are discussed when a search committee is charged, after discussing the position description. Doing so helps the committee synchronize before the search commences.

DISPOSITION CODE DEFINITIONS

Disposition code options are listed below along with when each should be utilized. All but codes 05 – 09 refer to applicants individually; codes 05-09 refer to expectations for ideal candidate

01 Candidate Withdrew: candidate alerted the search committee that they would like to be removed from consideration (can be used at any point in during the search process)

02 Did not respond to outreach: candidate selected for interviews, but did not respond to the invitation after multiple outreach attempts (used during the interview phase)

03 Does not meet basic qualifications: candidate was not qualified for the role based on position qualifications (typically used during the initial screening of the applicant pool)

04 Incomplete Application: information was missing from a candidate’s application (typically used during the initial screening of the applicant pool)

05 Less Competitive - Credentials: degree credentials, experience, certifications, and/or accreditation not aligned with the position (can be used at any point in during the search process)

06 Less Competitive – Teaching: applicant lacks relevant teaching experience (can be used at any point in during the search process)

07 Less Competitive – Research: applicant’s research does not directly align with position (can be used at any point in during the search process)

08 Less Competitive – References: less compelling input from references and/or verifiable negative references (can be used at any point in during the search process)

09 Less Competitive – Communication Skills: applicant’s communication skills are insufficient (typically used during the interview phase)

10 Not Considered – Search Phase: candidate applied after a full consideration deadline and interviews are in process (this is specific to positions which are advertised with a “full consideration” deadline but remain posted after the deadline passes)

11 Offer Declined: candidate declined an offer of employment (used during the offer phase)

12 Salary Expectation – out of range: candidate declined to move forward in the hiring process due to salary expectations

13 Offer – OHR Only - Failed Screen: to be used by HR in cases of failed employment verifications

EXAMPLES

Examples of appropriate status & disposition code can be found below.

Example 1: An applicant who is reviewed but is not invited to participate in the interview process due to their application materials reflecting less relevant credentials based on degree level should have a status of “Reviewed” and a disposition code of “Less Competitive – Credentials”.

Example 2: An applicant who participates in the interview process and is offered the role but declines should have a status of “Offer” and a disposition code of “Offer Declined”.

Example 3: An applicant to participates in the interview process but is not selected as the finalist due to having less competitive research experience should have a status of “Interview” and a disposition code of “Less Competitive – Research”.

FREQUENTLY ASKED QUESTIONS

Below you will find frequently asked questions and the appropriate answers.

Q1: Are applicants able to see their status and disposition code?

A: The status and disposition code are not made available to applicants.

Q2: What if I have a search committee reviewing all candidates? How do we disposition based on the search committee’s review?

A: The search committee chair is ultimately responsible for and has autonomy over recording applicant dispositions. Please note that disposition codes in Interfolio are adjustable, so search committee conversations may prompt a search committee chair to alter an applicant’s initial disposition code.

Q3: At what point should I disposition applicants?

A: We recommend dispositioning applicants in real time, as soon as they are no longer in consideration for the position to help the committee stay organized. Common disposition frequency would be: upon initial review of applicants, after the conclusion of first round interviews, after the conclusion of final interviews. All dispositions (status and code) must be recorded at the conclusion of the search process.

Q4: What if I disposition an applicant that the committee decides they want to move forward?

A: That’s okay! Remember, applicants in Interfolio cannot see their disposition code, so you may change their code if necessary.

Q5: Do I disposition the candidate who is selected for hire?

A: The final candidate who is selected for hire should have a status of “Hire”, but no disposition code since they were not rejected.

Q6: Can the disposition code be changed after one is entered. When is the code finalized?

Yes! Disposition codes can be changed at any point. Codes are finalized after a hire has been made.

Q7: Do you have a recommendation regarding how to determine the disposition code to enter if a consensus among the search committee is not reached?

A: The search committee chair will need to use their best judgment based on search committee discussion and their own discernment regarding an applicant's disposition code. Remember, while there are likely multiple reasons for a given candidate not moving forward in the hiring process, a disposition code should reflect the most applicable reason for non-selection.

Step-by-step Tutorial
Below you will find a step by step guide to dispositioning applicants.

Step 1: Log in to Interfolio.com and select the position in which you would like to disposition applicants. Here is a short [video tutorial](#) on logging in to Interfolio for your reference.

Step 2: From the position applicant page, locate the candidate(s) you would like to disposition and select the corresponding box(es).

The screenshot displays the 'Disposition Training - Test' interface. At the top, it shows 'Clemson University > Positions > Disposition Training - Test'. Below this, there are fields for 'Unit' (Clemson University), 'Status' (Accepting Applications), 'Opens' (Jul 7, 2022), and 'Closes' (No date set). A search bar is present with the text 'Search by name, education, or status'. Below the search bar, there are buttons for 'Filter', 'Saved Views', and 'COLUMNS'. A table lists 6 applicants. The first row, for Mary Boyles, has a blue checkbox selected and is circled in red. The table columns include Applicant Name, Date Updated, Applicant Status, Tags, and My Overall Rating. The 'Complete' button is visible next to the selected applicant.

Step 3: Once the applicant(s) is selected, click the "status" dropdown. Choose the appropriate status option based on the last step in the hiring process in which the applicant was under consideration. For purposes of this guide, we will assume Mary did not make it forward to the

interview process, meaning her status should reflect “Reviewed”. Once selected, choose “save”. Do not select “send message” option unless you would like to alert candidates of their status change. You will now see the applicant’s status indicated in the status column.

6 of 6 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/> Mary Boyles B.A. - Bachelor of Arts, Clemson University Complete	07/22/22 01:58 PM EDT	Reviewed Interview 2 Interview Offer Hired Remove Status	+	☆☆☆☆
<input type="checkbox"/> Sharon Frye B.Sc. - Bachelor of Science, Appalachian State University Complete	07/22/22 01:31 PM EDT		+	☆☆☆☆
<input type="checkbox"/> Brennan Ledford M.Ed. - Master of Education, Western Carolina University Complete	07/07/22 03:42 PM EDT		+	☆☆☆☆
<input type="checkbox"/> Danielle Lester M.P.A. - Master of Public Administration, Arkansas State University Complete	07/22/22 01:27 PM EDT		+	☆☆☆☆
<input type="checkbox"/> Anthony McKnight M.B.A. - Master of Business Administration, Webster University	07/07/22 03:46 PM EDT		+	☆☆☆☆

Step 4: We will now assign the applicant’s disposition code. (Remember, this is the primary reason for which the applicant is no longer being considered. While there are likely several valid codes pertaining to the selected applicant, choose the most applicable.) To assign the disposition code, be sure the correct applicant(s) you would like to disposition is selected. Select the red “disposition code” option located beneath the “filter” dropdown. Select the appropriate disposition code from the menu and select “apply”.

Clemson University > Positions > **Disposition Training - Test**

Unit: Clemson University | Status: Accepting Applications [change](#) | Opens: Jul 7, 2022

Applicants

Search by name, education, or status

6 of 6 Applicants Shown.

Applicant Name	Date Updated	Applicant Status
<input checked="" type="checkbox"/> Mary Boyles B.A. - Bachelor of Arts, Clemson University Complete	07/22/22 01:58 PM EDT	Reviewed
<input type="checkbox"/> Sharon Frye B.Sc. - Bachelor of Science, Appalachian State University Complete	07/22/22 01:31 PM EDT	
<input type="checkbox"/> Brennan Ledford M.Ed. - Master of Education, Western Carolina University Complete	07/07/22 03:42 PM EDT	
<input type="checkbox"/> Danielle Lester M.P.A. - Master of Public Administration, Arkansas State University Complete	07/22/22 01:27 PM EDT	
<input type="checkbox"/> Anthony McKnight M.B.A. - Master of Business Administration, Webster University	07/07/22 03:46 PM EDT	

Apply Disposition Code

- 01 Candidate Withdrew
- 02 Did not respond to outreach
- 03 Does not meet basic qualifications
- 04 Incomplete Application
- 05 Less Competitive – Credentials
- 06 Less Competitive – Teaching
- 07 Less Competitive – Research
- 08 Less Competitive – References
- 09 Less Competitive – Communication Skills
- 10 Not Considered – Search Phase
- 11 Offer Declined
- 12 Salary Expectation – out of range
- 13 Offer – Screening Failed - OHR Use Only

APPLY REMOVE DISPOSITION CODE

***Note:** In order to see disposition codes assigned to applicants, you will need to add the disposition column to your menu. To do this, select Columns>Available>Disposition Codes>Apply.

Step 5: Repeat this process for all applicants throughout your hiring process until only the candidate(s) selected for hire remains without disposition code assignment. In the example below, you will see that Sharon Frye was hired. As she was selected for hire, she should not have a disposition code. All other applicants have an assigned status and disposition code, indicating the search is complete.

6 of 6 Applicants Shown.

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	Disposition Codes	My Overall Rating
<input type="checkbox"/>	Mary Boyles B.A. - Bachelor of Arts, Clemson University Complete	07/22/22 01:58 PM EDT	Reviewed	+	07 Less Competitive - Research	☆☆☆☆
<input type="checkbox"/>	Sharon Frye B.Sc. - Bachelor of Science, Appalachian State University Complete	07/22/22 01:31 PM EDT	Hired	+		☆☆☆☆
<input type="checkbox"/>	Brennan Ledford M.Ed. - Master of Education, Western Carolina University Complete	07/07/22 03:42 PM EDT	Interview	+	09 Less Competitive - Communication Skills	☆☆☆☆
<input type="checkbox"/>	Danielle Lester M.P.A. - Master of Public Administration, Arkansas State University Complete	07/22/22 01:27 PM EDT	Interview	+	09 Less Competitive - Communication Skills	☆☆☆☆
<input type="checkbox"/>	Anthony McKnight M.B.A. - Master of Business Administration, Webster University Complete	07/07/22 03:46 PM EDT	Reviewed	+	01 Candidate Withdrew	☆☆☆☆
<input type="checkbox"/>	James Neely B.Sc. - Bachelor of Science, The Citadel Complete	07/07/22 03:40 PM EDT	Interview 2	+	06 Less Competitive - Teaching	☆☆☆☆

For further information or questions related to faculty applicant dispositions, please reach out to your Talent Partner: <https://www.clemson.edu/human-resources/contact/service-teams/index.html>