



Staff Applicant Dispositions: Definition Guide and Frequently Asked Questions

The purpose of this guide is to define each disposition code and when each should be used in the hiring process. These codes will be utilized to disposition applicants at the time they are no longer in consideration for a role and will take the place of the current interview evaluation process in Peoplesoft. All applicants should be dispositioned prior to an offer letter being generated for the final candidate.

Once a disposition code is assigned to an applicant, the applicant will be routed to a "Reject" status and will receive an automated email letting them know they are no longer in consideration for the position. As such, hiring managers should refrain from dispositioning any applicant they are still considering for a role.

For candidates who have participated in an interview, the Hiring Manager or another designated Search Committee Member is responsible for releasing candidates who participate in interviews but do not make it forward to the next stage before the candidate is dispositioned in Peoplesoft. [HERE](#) is a sample candidate release letter.

DEFINITIONS

Disposition code options are listed below along with when each should be utilized.

01 Incomplete Application – This code should be used when an applicant’s experience cannot be determined based on lack of provided resume and incomplete application details (i.e., work history and education). This code will most often be utilized during the initial applicant pool review.

02 Does Not Meet Basic Qualif. – This code should be used when it is determined that the applicant does not meet basic requirements (education, experience, skills) for the position.

03 Candidate Withdrew – This code should be used in the event an applicant notifies the Hiring Manager that they no longer wish to be considered for the role at any point during the recruitment process.

04 Not Considered Search Phase – This code should be used when the position is posted with a “Full Consideration” deadline or listed as “Open Until Filled”, but has already moved to the next stage of the interview process at the time of application submission. This code will most often be utilized during the “Interview” stage.

05 Less Competitive – Experience – The code should be used when an applicant has a lack of relevant work experience when compared to other applicants.

06 Less Competitive – Edu/Training– This code should be used when an applicant has a lack of education and/or training when compared to other applicants.

07 Less Competitive – Research – This code should be used when an applicant has a lack of relevant research when compared to other applicants in the pool.

08 Less Competitive – Skills Test – This code should be used when an applicant has less competitive skills test results when compared to other candidates who completed skills tests. This code will most often be utilized during the interview stage.

09 Less Competitive – References – This code should be used when an applicant has less favorable feedback from candidate references when compared to other interviewed candidates.

10 Did Not Respond to Outreach – This code should be used when an applicant does not respond to phone and/or email outreach.

11 Salary Expectation – This code should be used when a candidate’s salary expectation exceeds the maximum budgeted salary for the position. This code will most often be utilized during the “Interview” stage.

OHR Only-Not Applicable –This code should only be used by HR for posted position prior to the live disposition function.

OHR Only-Offer Declined – This code should only be used by HR in the case an offer is declined.

OHR Only-Offer Failed Screen – This code should only be used by HR in the case a hire cannot be made due to failed screening.

FREQUENTLY ASKED QUESTIONS

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

Q: For candidates who participate in SparkHire video interviews and are then invited to a Zoom interview prior to final interviews, do I indicate the zoom interview as “second interview” or “video interview”?”

A: Either is acceptable; though, in this case, “second interview” would be more indicative of the Zoom interview.

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

A: Ultimately, applicants’ dispositions should be based upon the decision-maker’s review and assessment of their materials. So, if the search committee chair has decision-making authority

(is responsible for determining who will move forward), the applicant dispositions should reflect the chair's review and assessment.

Q: At what point should I disposition applicants?

A: We recommend that you disposition your applicants in real time, as soon as you are certain they are no longer in consideration for the position. For example, common disposition frequency would be: upon initial review of applicants, after the conclusion of first round interviews, after the conclusion of final interviews. Please remember, once an applicant is dispositioned, they will be notified that they are no longer being considered for the role. Therefore, do not disposition any applicants you are on the fence about until you are certain they will not be moving forward.

Q: What if there is an applicant I consider to be “borderline” and may invite to participate in interviews depending upon the quality of other applicants?

A: We recommend holding off on dispositioning any applicant you feel may still be in consideration until you are comfortable with your finalists and the probability of their acceptance of the role.

Q: How do I delegate the responsibility of dispositioning my applicants?

A: You may delegate the recording responsibility of dispositioning your applicants by emailing Tiger Training (tigertraining@clemsont.edu) with the name and email of who you are wanting to delegate this responsibility to. Please make sure your [Talent Acquisition Partner](#) is copied on the email. Please note that applicants' dispositions should be based upon the decision-maker's review and assessment of their materials.

Q: When should I use the Bulk / Group Dispositioning function versus the individual reject function?

A: Bulk Dispositioning is a tool that can be used in cases of larger than average candidate pools (35+ Applicants) during the Pre-Interview / Route Stage and / or the Post-Interview Stage. It is important to note, that while it may be suitable for Hiring Managers to utilize the bulk disposition function, that we have a legal obligation to disposition correctly. You should not bulk disposition candidates into the same code unless that code accurately reflects why each individual candidate should not move forward in the hiring process. Dispositions will be monitored for accuracy.

Q: How do I know which Disposition Code I should assign an applicant?

A: The Disposition Code you assign an applicant should be based on the decision maker's review of the applicant materials. You can find the definitions for each Disposition Code at the beginning of this document.