



MANAGING DISPOSITIONS OF APPLICANTS

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Job Opening

Posting Title: Human Resources Associate Job Opening ID: 1124
 Job Opening Status: 010 Open Job Type: Standard
 Job Title: Human Resources Associate Job Code: 121
 Position Number: 00051447 Human Resources Associate
 Business Unit: SMETH SMU

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Manage Applicants | Find Applicants | [Activity & Attachments](#) |
 View Applicants Screen Applicants [Interview Schedule](#)

You now have the ability to change the dispositions of applicants in order to effectively manage your applicant pool.

The disposition options are the following:
Screen, Review, Not Selected, and Interview

As you move thru the several steps of your search process you will be able to change the applicants' disposition each step of the way. This will eliminate the need to revisit resumes of those applicants that are you not qualified or are not selected, as well as give you the ability to focus only on those in which you are interested

Begin by clicking on the Applicants Name.

Manage Applicants

Display: All

Applicant Name	ID	Type	Disposition	Resume	Last Updated	*Take Action
Lakishia Kennedy	52431	Ext	Applied		10/31/2008 7:58PM	Select Action...
Denise Orozco	34773	Ext	Applied		10/31/2008 5:11PM	Select Action...
Mary Byrne	52420	Ext	Applied		10/31/2008 4:46PM	Select Action...
Luis Ortiz	52415	Ext	Applied		10/31/2008 3:59PM	Select Action...
Verisha Barrett	52308	Ext	Applied		10/31/2008 1:48PM	Select Action...
DaNeisha Williams	52374	Ext	Applied		10/31/2008 9:28AM	Select Action...
Melanie Green	40628	Ext	Applied		10/31/2008 9:11AM	Select Action...

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Manage Applicant: Lakishia Kennedy

Name: Lakishia Kennedy Applicant Type: External Applicant
 Applicant ID: 52431 Status: 010 Active
 Contact: Phone Address: 1121 CR 1140
 Phone: 903/767-6560 611 Hill Forney, Texas
 Email: lakishiakennedy@yahoo.com Pittsburg TX 75686
 Camp

*Take Action: Select Action... Go Previous | [Next](#) | [Applicant](#)
 Applicant Applicant List

Applicant Activity [Contact Notes](#)

Current Status [Interview Schedule/Evaluation](#) [Expenses](#)

Job Opening	Disposition	Last Updated	Resume	*Take Action
Human Resources Associate - 1124	020 Applied	10/31/2008 7:58PM		Select Action...

[Add New Disposition](#)

Applicant Activity [Contact Notes](#)

Current Status [Interview Schedule/Evaluation](#) [Expenses](#)

*Take Action: Select Action... Go Previous | [Next](#) | [Applicant](#)
 Applicant Applicant List

Next, click on the disposition 020 Applied.



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Manage Applicant: [Lakishia Kennedy](#)

Disposition Details: 020 Applied

Applicant Name:	Lakishia Kennedy	Date Entered:	10/31/2008
ID:	52431		
Posting Title:	Human Resources Associate	Job Opening ID:	1124
Job Opening Status:	010 Open	Job Type:	Standard
Job Title:	Human Resources Associate	Job Code:	121
Position Number:	00051447 Human Resources Associate		
Business Unit:	SMETH SMU		

Save [Return to Previous Page](#)

Click icon to edit disposition details

Save [Return to Previous Page](#)

Main Content

Next, click on small arrow to edit disposition details

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Manage Applicant: [Lakishia Kennedy](#)

Disposition Details: 020 Applied

Applicant Name:	Lakishia Kennedy	Date Entered:	10/31/2008
ID:	52431		
Posting Title:	Human Resources Associate	Job Opening ID:	1124
Job Opening Status:	010 Open	Job Type:	Standard
Job Title:	Human Resources Associate	Job Code:	121
Position Number:	00051447 Human Resources Associate		
Business Unit:	SMETH SMU		

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Click icon to edit disposition details

Job Opening ID:	1124	Human Resources Associate
*Status Code:	020 Applied	
Status Reason:		
Status Date:	10/31/2008	
Contract Number:		

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Next, click on the drop down menu arrow in the Status Code row.



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Manage Applicant: Lakishia Kennedy

Disposition Details: 020 Applied

Applicant Name: 005 Draft
 010 Review
 ID: 015 Linked
 020 Applied
 Posting Title: 030 Screen
 Job Opening Status: 040 Not Selected
 Job Title: 060 Interview
 Position Number: 069 Preliminary Offer Decided
 Business Unit: 070 Offer
 071 Offer Accepted
 075 Preliminary Offer Notified
 076 Preliminary Offer Accepted
 077 Preliminary Offer Rejected
 078 Hire Decided
 080 Ready to Hire
 090 Hired
 100 Hold
 110 Not Selected
 120 Withdrawn
 140 Inactive

Date Entered: 10/31/2008

Job Opening ID: 1124
 Job Type: Standard
 Job Code: 121

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Next, click on the drop down menu arrow in the Status Code row to get list of dispositions.

Use only Screen, Review, Interview, Not Selected

Screen = Candidates that meet the minimum requirements and experience, and possess 1 or more of your preferred qualifications if applicable.

Review = Candidates that meet the minimum requirements and experience, have relevant experience or transferable skills.

Not Selected = Candidates that do not meet minimum requirements and/or experience, are not a good match for the skills needed for the position. If you choose a disposition of Not Selected, you will also need to choose Status Reason.

Use only Lacks Required Education, Lacks Required Experience or No Skills Match.

Interview = Conducting phone interview and/or on campus interview

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Manage Applicant: Lakishia Kennedy

Disposition Details: 020 Applied

Applicant Name: Another Applicant was Hired
 Another Job
 ID: Ineligible - Basic Eligibility
 Posting Title: Ineligible - Employment Cond
 Job Opening Status: Ineligible - Min Grade/Salary
 Job Title: Job Opening Cancelled
 Position Number: Lacks Other Min Qualifications
 Business Unit: Lacks Required Education
 Lacks Required Experience
 Ineligible - Basic Eligibility
 No Opening
 No Show for Interview
 No Skills Match
 Not Selected
 Offer Rejected
 Poor Interview
 Rejected by Works Council
 Selected for Other Position
 Unable to Contact
 Underqualified

Date Entered: 10/31/2008

Job Opening ID: 1124
 Job Type: Standard
 Job Code: 121

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