

MANAGE APPLICANTS GUIDELINES

For

HIRING DEPARTMENT REPRESENTATIVES

SUMMARY

USING DISPOSITION CODES

All individuals who apply for a position with the University must be assigned a pre-defined disposition code in Careers@USF to document the reason the individual was or was not selected for the position.

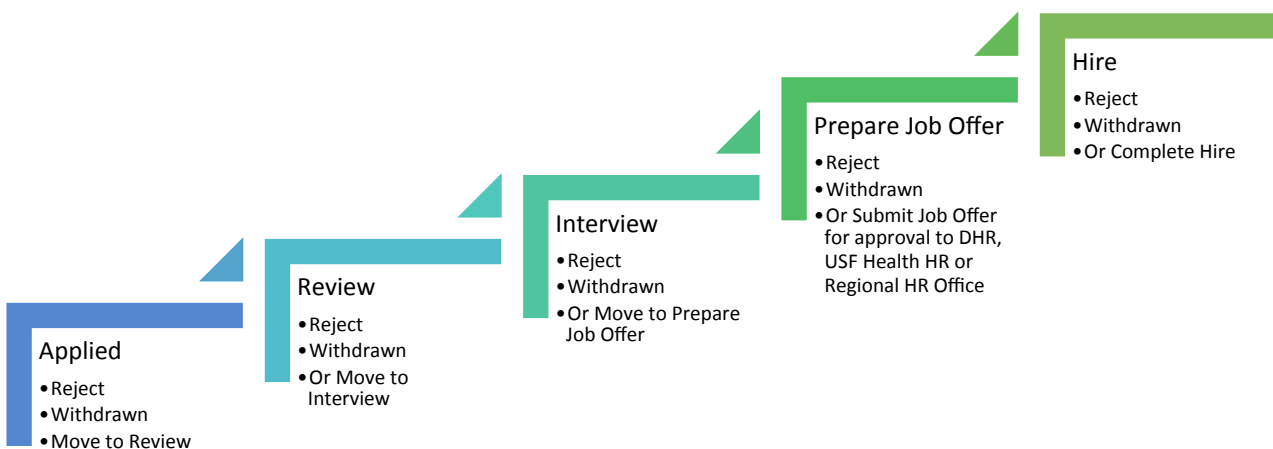
Careers@USF is the University's online applicant tracking system and has pre-defined statuses and codes that must be accurately used during all phases of the recruitment process to record the decisions regarding each applicant who applied for an open position. Once an applicant applies to a Job Posting in Careers@USF, the Hiring Department Representative is responsible for managing the recruitment process in Careers@USF.

DISPOSITION CODES VERSUS APPLICATION STATUSES

A status shows at which stage an applicant is within the hiring process. A disposition code is a short, pre-defined reason that explains the applicant's position at that stage.

A disposition code provides a stated reason of where and why an applicant was removed from consideration in the hiring process. This level of tracking and documentation is necessary for compliant record keeping, reporting and to mitigate liability.

The process captures how each candidate falls out of consideration at each stage.



RECRUITMENT PROCESS OVERVIEW

Applicant statuses must be accurately maintained as they move through the recruitment process. Listed below are available statuses.

Status	Guidelines for Use
APPLIED	Once an applicant completes an application and applies to a specific Job Opening, their status is set to Applied .
REVIEWED	Once it has been determined that an applicant meets the basic minimum qualifications for the job, their status can be changed to Reviewed by clicking the Mark Reviewed icon.
INTERVIEW	Once an applicant has been identified for an interview, update their status to Interview . <i>There is no reason code that needs to be applied.</i> Action Required: The required information must be filled out on the interview page.
REJECT	Action Required: Applicants in a Reject status must be updated with the appropriate Reason code from the lists below.
WITHDRAWN	Action Required: Applicants in a Withdrawn status must be updated with the appropriate Reason code from the lists below.
OFFER	Once the department has prepared a job offer in Careers@ USF and the offer has been approved by DHR or the Regional HR office, the department will post the offer (extend) to the applicant and <i>the system will update the applicants status to Offer</i> . <i>There is no reason code that needs to be applied.</i> The final dispositions for the applicant’s must be completed before the job offer will be approved.
OFFER ACCEPTED	Once an applicant has accepted the offer, the system will update their status to Offer Accepted . <i>There is no reason code that needs to be applied.</i>
READY TO HIRE -HIRE	Once DHR or the Regional HR Office has been notified that the applicant has accepted the offer, they will move the applicant to the Prepare for Hire step which will move them into the Ready for Hire status. <i>There is no reason code that needs to be applied.</i> DHR or the Regional HR Office will complete the Manage Hires process in Careers@USF. <i>Once complete, the selected applicant’s status will change to Hired. There is no reason code that needs to be applied.</i>

REASON CODES FOR REJECT AND WITHDRAW STATUS

REJECT Reasons

Applicants with a status of **Reject** *must be updated with the primary reason that they were no longer considered for the job.*

It’s important to first determine whether or not they met the minimum requirements of the job opening. For those not meeting minimum requirements, choose one of the “Does Not Meet Minimum Requirement” reasons in

Category 1. All other Reject reasons are in **Category 2** and should not be used until **Category 1** has been considered.

Disposition Code Reason Intended Use

Determine if the applicant meets Minimum Requirements for the job they applied for. If they do not, select the Reject status and then select one of the following reasons:

(If more than one reason exists, choose the one that is the strongest or most relevant to the position).

REJECT Category 1	DNM Min Req-Communication	Does not meet minimum requirements – Communication Skills: The applicant had unsatisfactory verbal and/or written communication skills relative to position needs
	DNM Min Req-Education	Does not meet minimum requirements – Education: The applicant does not have the minimum basic educational requirement. (e.g. Bachelor’s degree in Accounting was required and the applicant indicates highest level of education is high school diploma)
	DNM Min Req-Experience	Does not meet minimum requirements – Experience: The applicant does not have the minimum basic experience requirement. (e.g. 10+ years of management experience was required and the applicant indicates 3 years of experience)
	DNM Min Req-Relocation	Does not meet minimum requirements – Relocation: The applicant indicated the inability to relocate to the location of the job.
	DNM Min Req-Skills	Does not meet minimum requirements – Skills: The applicant does not have the minimum basic skills requirement. (e.g. Proficiency with Microsoft Word and Excel was required and the applicant does not list these anywhere in their skills)
	DNM Min Req-Travel-Shift-Hrs	Does not meet minimum requirements – Travel-Shift-Hours: The applicant indicated an inability to work the required hours/schedule, or meet travel requirements.

If the applicant moves to *Reject status after meeting the Minimum Requirements*, select one of the following reasons:

(If more than one reason exists, choose the one that is the strongest or most relevant to the position).

REJECT Category 2	Met Min Not Pref-Comm. Skills:	Met Minimum but Not Preferred Requirements– Communication Skills: The applicant does not have the best verbal and/or written communication skills compared to other candidates in the pool.
	Met Min Not Pref-Education	Met Minimum but Not Preferred Requirements – Education: The applicant does not have the best or most relevant education compared to other candidates.
	Met Min Not Pref-Experience	Met Minimum but Not Preferred Requirements – Experience: The applicant does not have the best or most relevant experience compared to other candidates.
	Met Min Not Pref-Job Knowledge	Met Minimum but Not Preferred Requirements – Job Knowledge: The applicant does not have the best or most relevant job knowledge for the position compared to other candidates in the pool.
	Met Min Not Pref-Skills	Met Minimum but Not Preferred Requirements – Skills: The applicant does not have the best or most relevant specific skills for the position compared to other candidates in the pool.
	Not Most Qual-Fail PreEmp Tst	Not Most Qualified – The applicant did not meet pre-employment standards and/or could not provide correct documents for I-9.
	Not Most Qual – Poor Work Hist	Not Most Qualified – Poor Work History: The applicant’s work history has unexplained gaps and/or candidate has held several positions for a limited period of time.
	Not Most Qual-Unsat Ref Chk	Not Most Qualified – Unsatisfactory Reference Check: Unsatisfactory or incomplete references were found.
	Not Most Qual-Unsat Intvw	Not Most Qualified – Unsatisfactory Interview: The applicant performed poorly during the interview (e.g. Did not directly answer the questions asked; provided answers that indicated a lack of required knowledge for the position).
	Not Eligible to Work in US	The applicant could not provide sufficient documents to verify eligibility to work in the US.
	No FWS Award letter	The applicant failed to provide the required Federal Work Study (FWS) award letter to verify the FWS award.
	Offer Rescinded	The offer of employment is rescinded from the

	applicant (e.g. applicant did not pass the pre-employment screening process, falsification of application information etc.)
Position Filled Before Candidate Considered	The applicant applied after offer was made to the top finalist(s).
Selected Internal Candidate	An internal candidate was selected for the position.
Duplicate Candidate for the Same Job Opening	The applicant submitted more than one application into the system for the same recruitment.
Hiring Freeze/Position Cancelled	The position is frozen due to a hiring freeze or cancelled and the applicant is not reviewed.

WITHDRAWN Reasons

If the applicant has withdrawn at any time during the recruitment process, select the **Withdrawn** status.

Applicants that fail to: respond to messages, call in for phone interviews, show up for in person interviews, provide required documents or decline an offer of employment should have a status of **Withdrawn** (not **Reject**). Select one of the following reasons to indicate why the applicant has a status of **Withdrawn**.

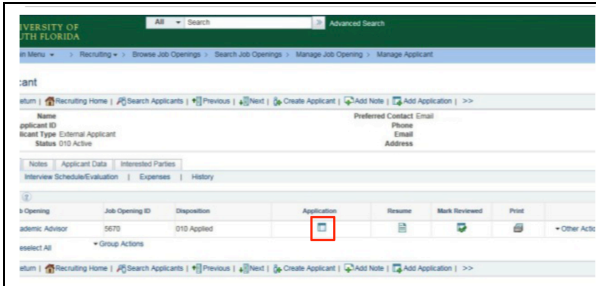
Disposition Code

Code Reason

Intended Use

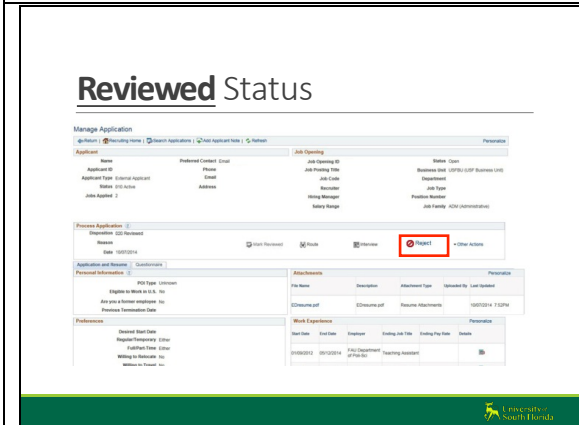
Disposition Code	Code Reason	Intended Use
WITHDRAWN	Failed to Respond to Messages	Applicant failed to respond to several messages left in an attempt to schedule an interview.
	Failed to Show for Interview	Applicant was scheduled for an interview and did not attend.
	Accepted Another position at USF	Applicant accepted another job within USF.
	Offer Declined	You made either a conditional or final offer to the candidate and the candidate did not accept the offer.
	Failure to Report to Work	Applicant was hired and expected to report to work, yet did not show up on the first day.
	Failed to complete reqd documents	The applicant failed to complete the required documentation necessary to be considered for this position. (e.g. NDA agreements etc.)
	Applicant Withdrew	Applicant removed themselves from consideration for the position.

HOW TO DISPOSITION APPLICANTS IN CAREERS@USF

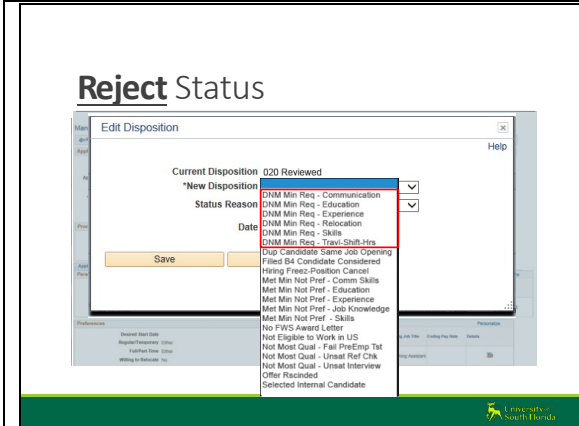


The Manage Applicant Screen

Starting on the Manage Job Opening Tab, review an applicant's application by **clicking on the 'Application' Icon**.



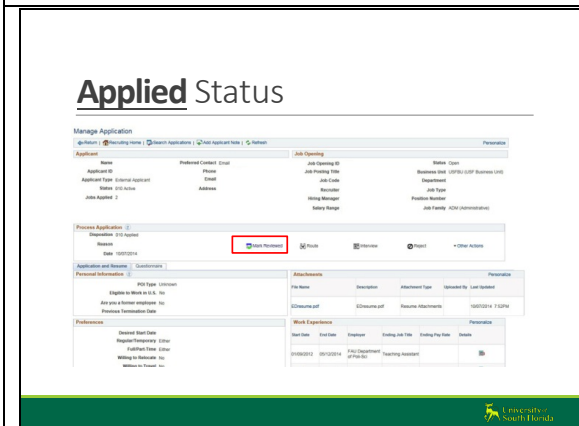
Determine if Minimum Qualifications were met
While an applicant is in **Applied** status, the Hiring Department Representative will have to screen for the basic minimum qualifications and **Reject** any applicants that do not meet those. To move an applicant to **REJECT**, use the **REJECT** icon.



REJECT Status DNM Minimum Requirements Disposition Codes

If the applicant does not meet minimum requirements, select one of the following reasons:

- Does not meet minimum requirements-Communication
- Does not meet min. requirements-Education
- Does not meet min. requirements-Experience
- Does not meet min. requirements-Relocation
- Does not meet minimum requirements - Skills
- Does not meet min. requirements -Travel or Shift Hours



Mark REVIEWED

Applicants who meet the minimum requirements should be marked as **Reviewed** by clicking the **Mark Reviewed** icon.

Reject Status

Current Disposition: G20 Reviewed

*New Disposition: G20 Reviewed

Status Reason: [Dropdown Menu]

Date: [Field]

Save [Button]

Selected Internal Candidate

If the applicant does meet minimum requirements but is still moving to a REJECT status, select one of the following reasons:

- Duplicate Candidate for the Same Job Opening
- Position Filled Before candidate was considered
- Hiring Freeze- Position Cancelled
- Met Minimum but Not Preferred Requirements-Communication Skills
- Met Minimum but Not Preferred Requirements-Education
- Met Minimum but Not Preferred Requirements-Experience
- Met Minimum but Not Preferred Requirements-Job Knowledge
- Met Minimum but Not Preferred Requirements-Skills
- No FWS Award Letter
- Not Eligible to Work in the U.S.
- Not Most Qualified-Failed PreEmployment Test
- Not Most Qualified-Poor Work History
- Not Most Qualified-Unsatisfactory Reference Check
- Not Most Qualified-Unsatisfactory Interview
- Offer Rescinded
- Selected Internal Candidate

Withdraw Status

Manage Application

Application: [Details]

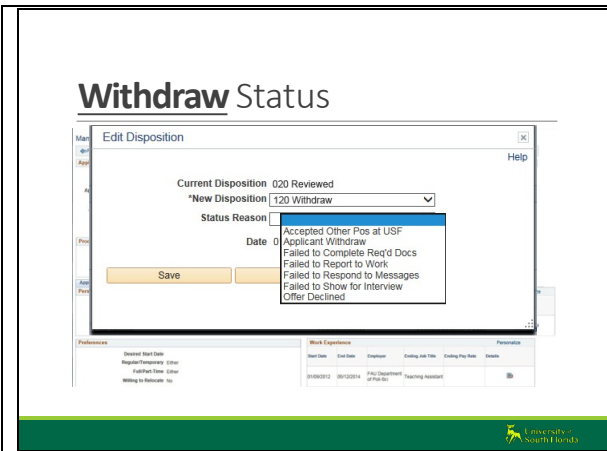
Recruiting Actions: [Dropdown Menu]

Edit Application Details

Edit Disposition

Moving to WITHDRAWN Status

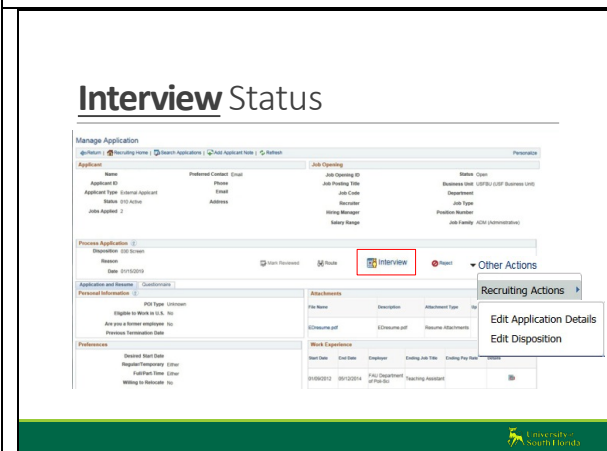
If the applicant has withdrawn at any time during the recruitment process, select the **Withdrawn** status. To move an applicant to **Withdrawn**, go to the **Other Actions** dropdown menu, then **Recruiting Actions – Edit Disposition**



WITHDRAWN Status & Disposition Codes
The **Edit Disposition** Screen will pop up. Choose **Withdrawn** as the New Disposition.

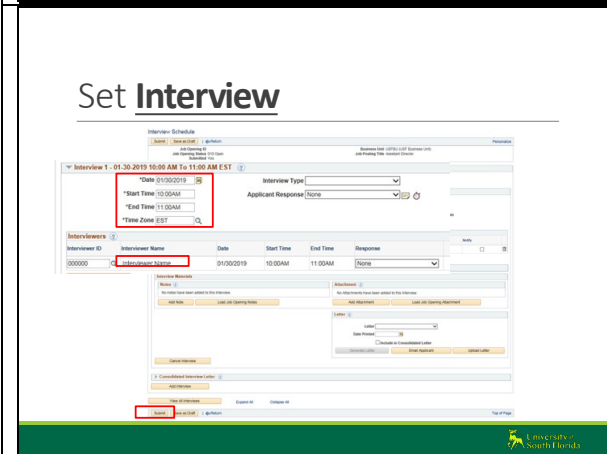
Then select one of the following reasons:

- Accepted Other Position at USF
- Applicant Withdrew
- Failed to Complete Required Documents
- Failed to Report to Work
- Failed to Respond to Messages
- Failed to Show for Interview
- Offer Declined



INTERVIEW Status

Once an applicant has been identified for an interview, update their status to **Interview** by clicking the Interview icon. There is no reason code that needs to be applied.



Set the Interview

You will need to set up an interview by entering the date, start time, end time and time zone of the interview. You will also need to enter the interviewer's name. Then click "submit."

From **Interview**, an applicant can move to **Reject**, **Withdrawn** or on to the **Prepare Job Offer** stage.

All Other Disposition Codes will be Assigned by the System as Follows:

Once the department has prepared a job offer in Careers@ USF and the offer has been approved by DHR or the Regional HR office, the department will post the offer (extend) to the applicant and the system will update the applicants status to **Offer**. There is no reason code that needs to be applied. The final dispositions for the applicants must be completed before the job offer will be approved.

From **Offer**, an applicant can move to **Reject**, **Withdrawn** or on to the **Hire** stage.

Once an applicant has accepted the offer, the system will update their status to **Offer Accepted**. There is no reason code that needs to be applied.

Once the Hiring Department notifies DHR, USF Health or Regional HR that the applicant has accepted the offer, they will move the applicant to the **Prepare for Hire** step, which will move them into the **Ready to Hire** status. There is no reason code that needs to be applied.

DHR or the Regional HR Office will complete the *Manage Hires* process in Careers@USF. Once complete, the selected applicant's status will change to **Hired**. There is no reason code that needs to be applied.

For Additional Help

[Contact your HR Service Center Manager](#)