Disposition of Candidates is the process in which the employer identifies the reasons why the eliminated candidates were not hired for the position.

- Must be entered for every candidate.
- Must accurately reflect why a candidate was not selected.

**ENTER DISPOSITION REASONS FOR CANDIDATES NOT INTERVIEWED**

- Select checkbox next to each candidate that has the same disposition reason. You will enter each reason separately.

- Go to ‘Group Action’, select ‘Not Interview’, and then GO. [See Screenshot 1]

- Select most applicable reason from the ‘Status Reason’ dropdown this candidate was not interviewed. [See Screenshot 2]

**ENTER DISPOSITION REASONS FOR INTERVIEWED CANDIDATES**

**STEP 1: ENTER INTERVIEW DETAILS**

- Select the checkbox next to each candidate you interviewed to add interview details. Can do all at the same time.

- Go to ‘Group Action’; select ‘Interview’ and then GO. [See Screenshot 3]

- Click on the arrow next to the candidates name to expand and then click on Interview 1 arrow to expand. [See Screenshot 4] If you only entered one time
Under Interview 1, enter Interview Type, Interview Date, Start Time, and End Time.
All other fields can remain blank.
Continue to expand each candidate and enter the information until complete. Then click ‘Submit’.

STEP 2: ENTERING INTERVIEW EVALUATION & DISPOSITION REASON

- Click on the checkbox next to each candidate interviewed
- Go to ‘Group Action’; select ‘Interview Evaluations’ and then GO. [See Screenshot 5]
- Expand each candidate by clicking on the arrow next to name.
- Complete the ‘Interview Rating’, ‘Overall Rating’ and ‘Recommendation’.
- After entering the ‘Recommendation’, the ‘Reason’ Dropdown box will appear. Enter the most accurate reason why they were not selected, if not the preferred candidate. [See Screenshot 6]
- For preferred candidate, enter the applicable ‘Interview Rating’, ‘Overall Rating’ and ‘Recommendation’. Then select Best Qualified Candidate from the ‘Reason’ dropdown. [See Screenshot 7]
- Continue to expand each candidate and enter the information until complete. Then click ‘Submit Evaluation’ (NOT save).