

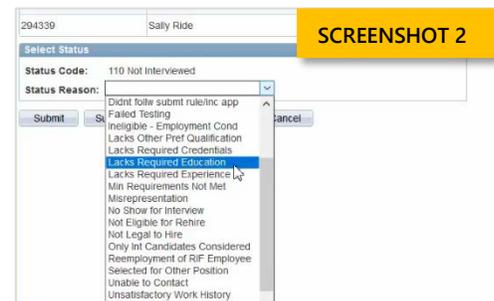
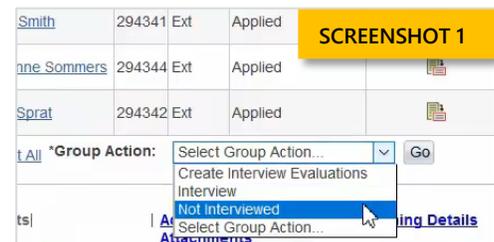
Disposition of Candidates Manual

PeopleSoft Recruiting Solutions

- 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

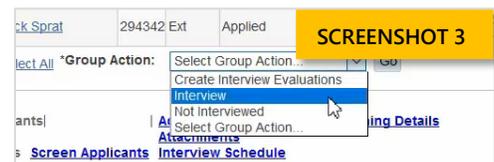
- Select checkbox** next to each candidate that has the same disposition reason. You will enter each reason separately.
- Go to **'Group Action'**, select **'Not Interview'**, and then **GO**. [See Screenshot 1]
- Select most applicable reason from the **'Status Reason'** dropdown this candidate was 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).**

