Disposition of Candidates Training
Video Transcript

Welcome to the recruiting solutions training for the disposition of candidates, presented by the University of Louisville Human Resources.

Before we begin, please note this video does include audio. Make sure that your speakers are turned up. Let's get started.

All searches must include the disposition of candidates at the conclusion of the search. Disposition of the candidates is the process by which the employer, for example the hiring manager or committee chair, identifies the reason why eliminated candidates were not hired for the position.

A disposition reason must be entered for every candidate, whether they were interviewed or not and they must accurately reflect why a candidate was not selected for the position.

Once the search process has been completed, the department user must enter all relevant information about the search into PeopleSoft Recruiting Solutions, including who was interviewed and the reasons they were not selected to move forward in the search.

Pre-set reasons, also known as disposition codes, are available in Recruiting Solutions and departments must update each candidate before submitting their preferred candidate and subsequent job offer to Human Resources for review and approval.

Let's take a quick look at an overview of the process as a department user and then we will walk through the steps.

The first thing you need to do is enter disposition reasons for all candidates you did **not** interview.

After you have completed those, you'll need to mark the reasons for the candidates you did interview. But first you have to enter the interview details for every candidate you interviewed. Make sure you record all interviews, even if they only went as far as the phone interview. If you interviewed a candidate multiple times, you only need to record the highest level of interview.

Then you will be able to enter an interview evaluation for each candidate and provide the disposition reason. An interview evaluation is also required for the preferred candidate.

Once you are in PeopleSoft Recruiting Solutions, go to your job opening manage applicants to record disposition reasons and interview evaluations. We will begin with the candidates you did not interview.

For our example –Alan and Sally did not meet the education requirements for the position. Since the reason is the same, you can enter these together.

To do so, click on the check boxes to the left of the applicant's name, then go to Group Action, select Not Interviewed, and click on GO.

From the status reason drop down, select the most accurate reason you are not selecting the candidates for this position. For our example, we will select 'Lacks required education'. Then click on submit.

You will notice that the disposition next to their name will update to 'Not Interview'. Continue through this process for all candidates you did not interview by using the Group Action feature.

Once you have updated the disposition for all candidates you did not interview, you will move on to the candidates you did interview. The first step of this process is to record the interview details. Remember, if you interviewed the same person multiple times you only need to record the highest level of interview. For example, if you only did a phone interview with Susan, you will record the phone interview. However, if you did a phone interview and an on campus interview with Buzz, you will only need to enter the on campus interview.

You can enter interview information for all applicable candidates at the same time. However, for this example, I will just select two candidates. Select the checkmark next to the candidates, go to Group Action dropdown, select Interview, then GO.

Expand each candidate by clicking on the arrow next to their name and then on the arrow next to 'Interview 1'. The required fields are Interview Type, the date of the interview and the time of the interview. You will want to tab through each section once you enter the information. The rest of the fields are not necessary. You will do this for all candidates you selected. When you have completed them, scroll down and click "Submit". You'll notice the disposition now changes to Interview.

The last step for the candidates you interviewed, including your preferred candidate, is to create interview evaluations. On this step, you will identify the reason why you have eliminated everyone except your preferred candidate.

Click on each candidate you interviewed, for our example, we will do two. Go to Group Action, select Create Interview Evaluations, then click GO.

Expand each candidate by clicking on the arrow next to his or her name. Let's say Buzz was a strong candidate, but did not have as much relevant experience as the preferred candidate, Jane. Select 'Not Preferred Candidate" from the Overall Review dropdown. Select the same for Overall rating and 'Did not Make Offer' for the Recommendation. At that time, the reason dropdown will appear next to the recommendation. Select the more applicable reason you are not making an offer to this candidate. So for our example, we will select "Lacks Preferred Experience Amount/Relevance".

Continue with your next interviewed candidate. Jane is our preferred candidate in this search. For overall Review, enter "Preferred Candidate 1", enter the same for overall rating and' Make Offer' under recommendation. The same reason dropdown will appear. Since Jane is our preferred candidate, you will select 'Best Qualified Candidate'. Then make sure you click on Submit Evaluation, not save.

Continue entering all interview evaluations until all candidate dispositions are updated to either 'Not Interview' or "Interview'.

Once you have entered disposition reasons for every applicant in your job posting, you can now submit the job offer of the preferred candidate to Human Resources for review and approval. It is in the job offer that you will then provide detailed, job related justification why this is your preferred candidate.

For any additional questions on the process, please contact your dedicated Employment Coordinator. Contact information is on the HR website. Thank you for watching!