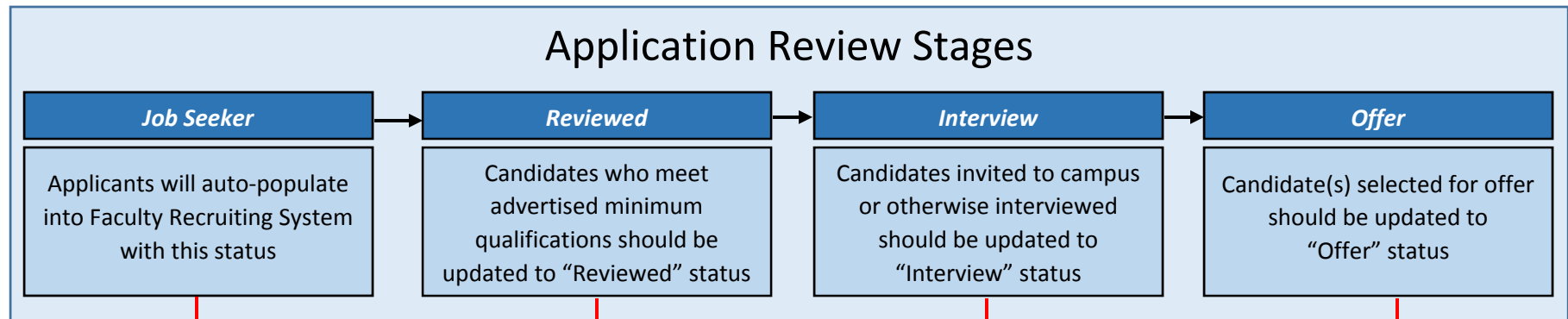


Disposition codes serve two purposes – to define the stages of the application review process, and to allow search committees to define the reason that a candidate was rejected from consideration (or withdrew themselves from consideration). These purposes will be outlined below.



DashboardOverviewApplicationsReportingCommunicationsSettings

Phase 1 Finalists

Search: Export

Last Name	First Name	Date Submitted	Highest Degree Granting Institution	App. Docs	Ref. Letters	Reviews (Cnt)	Reviews (Avg)	My Review	Phase	Disposition	Finalist
		2017-04-26 15:23:20	Adelphi University	4 / 4	0 / 3	0	0		+	Job Seeker	+
		2017-04-26 15:33:43	Adelphi University	2 / 4	0 / 3	0	0		+		+
		2017-04-26 15:38:30	Adelphi University	2 / 4	0 / 3	0	0		+		+
		2017-04-26 15:52:28	Adelphi University	2 / 4	0 / 3	0	0		+		+
		2017-04-26 15:55:14	Adelphi University						+		+
		2017-04-26 16:28:28	Adelphi University						+		+
		2017-04-26 16:28:30	Adelphi University						+		+

In the Applications section of FRS, use the Disposition dropdown menu to move candidates through the Job Seeker, Reviewed, Interview, and Offer stages of application review.

Candidates can be rejected from consideration at any stage of this process. They might also contact the search administrator to withdraw their application, or may refuse an offer. **See next page** for instructions on using the “Reject” and “Refused Offer/Withdrawn App” disposition codes.

Job Seeker

Job Seeker

Reviewed

Interview

Offer

Offer Accepted

Ready to Hire

Hired

Reject

Refused Offer/Withdrawn App

Accepted Other Posn at NU

Applications – Guide to using Disposition Codes, cont’d.

If a candidate is rejected from consideration at any stage of the application review process, select “Reject” from the Disposition code dropdown menu. If a candidate requests to withdraw from consideration, select “Refused Offer/Withdrawn App”. A Disposition Code Reason box will open; select the reason for rejection (or withdrawal) from the dropdown menu. Descriptions of each rejection/withdrawn reason, and guidance on proper usage, appear below.

The screenshot shows a web interface for managing applications. On the left, there is a text box explaining the process. On the right, there is a form with a dropdown menu labeled 'Disposition Code Reason'. The dropdown menu is open, showing options: 'Reject', 'Refused Offer/Withdrawn App', and 'Job Seeker'. The 'Reject' and 'Refused Offer/Withdrawn App' options are highlighted with a red box. A red arrow points from the text box on the left to the dropdown menu. The form also includes buttons for 'Save' and 'Close', and a 'Disposition Code Reason' label.

Reject

<u>Disposition Code Reason</u>	<u>Description/Usage Guidance</u>
Min Qualifications Not Met	Candidate did not meet advertised minimum qualifications
Pref. Qualifications Not Met	Candidate did not meet advertised preferred qualifications
Resch/expertise not a match	Content or direction of candidate’s research or expertise not a match for the department
Unsuccessful Job Talk/Presentation	Candidate performed poorly in on-campus talk or presentation
Rschtchn lower than finalist	Quality of candidate’s research or teaching is lower than the selected candidate
Lack of external funding	Candidate has not demonstrated success in securing external funding
Less qualified than select app	Candidate is not as qualified as the selected candidate
Other Candidate Preferred	Other candidate preferred, no other reason listed here applies
Unsuccessful Reference	Letters of recommendation, or in-person/phone reference check, raised concerns
Falsification of Information	Candidate falsified application materials or information
No work authorization	Candidate lacks the proper work authorization
Job Seeker Not Considered	Candidate applied after deadline and was not reviewed/considered
Job Opening Cancelled	Search cancelled; all remaining applicants should receive this code at time of cancellation

Withdrawn Application (should also be used for candidates who refuse an offer, but this will be done in the myHR eOffer module)

<u>Disposition Code Reason</u>	<u>Description/Usage Guidance</u>
Salary insufficient	Salary offered to candidate was insufficient
Startup pkg insufficient	Start-up package offered to candidate was insufficient
Dual-career	Unable to find a position for candidate’s partner or spouse
Not willing/able to relocate	Candidate decided not to relocate
Lost counteroffer	Candidate actively retained by home institution
Decided to stay in current job	Candidate decided to stay at home institution
Accepted another position	Candidate accepted a different position (not at NU); detailed reason as to why is unknown
No reason given/other	Candidate withdraws their candidacy, or refuses an offer, without providing a reason