Understanding Applicant Disposition Status

Any person listed as being associated with a particular job opening can access the job opening details within Recruiting Solutions (i.e., search committee member, hiring manager, unit recruiter, etc.). Navigate to the recruiting home page from within MyU.

MyU.umn.edu > Key Links > Employee Center > Recruiting Home > My Job Opening

When recruiters take action on applicants in the Human Resources Management System, the disposition status of an applicant changes. Each disposition state is required by governmental agencies; therefore, the update to these records is critical. Applicants will move through the recruitment process from “Applied” to “Hired” or “Rejected.”

Search committee members view applicants with specific dispositions such as “Applied” and/or “Routed” as per their charge from the hiring authority.

<table>
<thead>
<tr>
<th>Starting Applicant Disposition</th>
<th>Recruiting Decision</th>
<th>Action: Change Applicant Disposition</th>
<th>Rejection Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied</td>
<td>Applicant does NOT meet qualifications.</td>
<td>Reject (select reason)</td>
<td>Lacks minimum requirements</td>
</tr>
<tr>
<td></td>
<td>Applicant meets qualifications.</td>
<td>Route</td>
<td></td>
</tr>
</tbody>
</table>
| Route                         | • Applicant does NOT meet selection criteria.  
• Applicant meets selection criteria, but will NOT be interviewed. | Reject (select reason) |  
• Lacks selection criteria  
• Misrepresentation  
• No Longer Interested  
• No Show/Cancelled  
• Interview  
• Selected for Other Position  
• Unable to Contact |
|                              | Applicant meets selection criteria and will be interviewed. | Interview | |

Search committee members should understand dispositions, applicant actions, recruiters’ actions, and the reason behind each action. Review the table for specific information.
## Understanding Applicant Disposition Status (cont.)

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<tr>
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<th>Action: Change Applicant Disposition</th>
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</tr>
</thead>
</table>
| Interview                    | Applicant was interviewed, will NOT be hired. | Reject (select reason) | • Another applicant was hired  
• Lacks selection criteria  
• Misrepresentation  
• No Longer Interested  
• No Show/Cancelled  
• Interview  
• Selected for Other Position |
| Offer                         | Applicant was interviewed, will be offered the position. | Offer | |
| Offer                         | Applicant rejects job offer on Careers. | Reject (system assigns) | Offer Rejected (system assigns) |
| Offer Accepted                | Recruiter rejects offer on behalf of applicant. | Reject (recruiter uses reject offer functionality) | Offer Rejected (system assigns) |
| Offer Accepted                | • Applicant accepts offer on Careers.  
• Recruiter accepts offer on behalf of applicant. | Offer Accepted | |
| Offer Accepted                | Background check is successfully completed and all necessary paperwork is gathered for hire. | Ready to Hire (recruiter moves applicant through Prepare to Hire, system assigns disposition) | |
| Offer Accepted                | Applicant withdraws or background check is NOT successful. | Reject (select reason) | • Another applicant was hired  
• Lacks selection criteria  
• Misrepresentation  
• No longer interested  
• No show/cancelled  
• Interview  
• Selected for other position |
| Ready to Hire                 | Applicant is hired into Job Data. | Hired (system assigns status) | Another applicant was hired |
|                               | If applicant is hired, all remaining applicants will need to be rejected. | Reject (system assigned reason) | |
|                               | Applicant is NOT hired. | Withdrawn (recruiter uses Withdraw from Hire function) | |
OTHER DISPOSITION STATUS - WITHDRAWN

Applicants can elect to withdraw their own application from a job opening within “My Activities.” Central and unit recruiters can also change the disposition status to “Withdraw” at the request of the applicant. Either method will result in a disposition status of “Wdraw App.” The applicant would be counted among those within the Reject tab.