UGAJobs Quick Guide: Taking Action on Applications - Action Reason Codes Explained

The Applicant Manager user group manages the applicant management workflow and is the only role assigned to a posting that can move applicants through the workflow states. These workflow states, or Action Reason Codes, are a way for your Search Committee or Hiring Authority to appropriately remove applicants from consideration and/or move candidates forward in the hiring process.

Using these designated Action Reason Codes, the assigned Applicant Manager is able to place a single applicant or a group of applicants into a specific Internal Workflow State based on information provided by the Search Committee Chair or Hiring Authority.

In order for an applicant to move through the workflow, they must transition through a series of actions. A hired candidate will have been moved five times.

**IMPORTANT:** It is the responsibility of the Search Committee Chair or Hiring Authority to appropriately provide reasoning as to why candidates are removed from consideration or moved forward in the hiring process. It is not the responsibility of the Applicant Manager to determine why an individual was not hired.

**Action 1: Under review by Department**

At this workflow state, the designated search committee or hiring official(s) are required to review every applicant. All applicants in the pool must be moved into the Reviewed by Department workflow status, unless the candidate has withdrawn their application. If that is the case, you have the option to select Candidate withdrew application.

**Action 2: Reviewed by Department**

Once all candidates have been reviewed, you have the option to choose Selected for Interview, Candidate withdrew application, Candidate does NOT meet minimum qualifications, OR Candidate met the minimum qualifications, but was NOT interviewed.

If you select Candidate met the minimum qualifications, but was NOT interviewed another field will open, requiring you to select a sub-field. *Please see instructions in the Removing Applicants from Consideration section below.*

Remember, you must make a choice among the available options in order to satisfy your obligation.
Action 3: Selected for Interview

Once you select Selected for Interview, another field will open, requiring you to confirm the candidate meets the minimum qualifications of the position. At this point in the process, all candidates who are still viable can be transitioned forward by selecting Interviewed.

If the candidate(s) choose(s) not to attend their interview, you have the option to transition the applicant to Not Interviewed (move to Met minimum qualifications, Not Interviewed) and select Applicant Declined Interview OR Applicant Did Not Respond to Interview Request as the final justification.

Action 4: Interviewed

As the candidates are transitioned to Interviewed, a dialog box appears with two options:

1. Selected for 1st or only interview:
   a. Choose this option if:
      i. Selected for first round interview and not selected for second round interview.
      ii. Unit only conducted one round of interviews.

2. Selected for 2nd or more interviews:
   a. Choose this option if candidate selected for multiple rounds of interviews. If selected for second or more rounds of interviews, it is inferred that candidate was interviewed at earlier round(s) and selected for the next round of interviews.

After interviews are complete, and you are ready to make an offer, you would choose from the following workflow options Interviewed-Not Selected to Receive Offer, Offer Declined, Candidate Withdrew, OR Recommended for Hire. *Please see instructions in the Removing Applicants from Consideration section for sub-field options.

Action 5: Recommended for Hire

At this point, you will take action on your finalist(s) by transitioning them to Recommended for Hire. Remember, it is recommended you have the signed offer letter prior to moving your candidates into the Recommended for Hire state in the workflow.

If you select Not Selected to Receive Offer OR Offer Declined, another field will open, requiring you to select a sub-field. *Please see instructions in the Removing Applicants from Consideration section for sub-field options.

If you choose to place your candidate into the Recommended for Hire state, you now can officially begin creating your hiring proposal.

Reasons for Hiring the Applicant (Select all that apply)

- The experience of the candidate selected to receive offer was stronger than those selected to interview
- The education of the candidate selected to receive offer was stronger than those selected to interview
- The research interests of the candidate selected to receive offer was more aligned and compatible with existing faculty and department goals than those selected to interview
- The research impact of the candidate selected to receive offer was stronger than those selected to interview
- The interview of the candidate selected to receive offer was stronger than those selected to interview
- The grant support of the candidate selected to receive offer was stronger than those selected to interview
- The publication history of the candidate selected to receive offer was stronger than those selected to interview
- Selected candidate offered a new area of interest not represented by other candidates or existing faculty
- Other (give reason)
**IMPORTANT:** Take action on the remaining candidates by selecting Candidate withdrew application, Candidate was interviewed, but NOT selected to receive offer OR Candidate offered position, but declined the offer/position. After making your selection, another field will open, allowing you to select a sub-field. *Please see instructions in the Removing Applicants from Consideration section for sub-field options.

Remember, you must make a choice among the available options in order to satisfy your obligation.

**Removing Applicants from Consideration**

The Applicant Manager will have 5 choices (1-5 listed below) to select from, allowing them to remove applicants from consideration at the appropriate action in the internal candidate workflow. If the Applicant Manager selects choice 3, 4 or 5, another field will open, requiring them to select a sub-field. The Applicant Manager must make a choice among the available options in order to satisfy their obligation.

**Please provide the reasons below to your Search Committee and/or Hiring Official so they may appropriately assign disposition codes to the applicant(s).**

1. **Candidate withdrew application**  
   *Use this designation for any reason the candidate voluntarily withdraws an application or if they indicate they no longer wish to be considered prior to the end of the search process.*

2. **Candidate does not meet minimum qualifications**  
   *Use this designation for any reason the candidate does not meet the minimum standards of education, experience, degree, instructional experience or expertise, license, etc. as defined in the position posting.*

3. **Candidate met the minimum qualifications, but was not interviewed** (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS)  
   *Use this designation for any candidate meeting the minimum standards of education, experience, etc., but not selected for an interview. In the event of questions of why a person was not interviewed, you must have a non-discriminatory, articulable basis for why an individual was not interviewed.*

   **Candidate met the minimum qualifications, but candidate’s...**
   - Experience not as strong as that of candidates selected for interview
   - Education not as strong as that of candidates selected for interview
   - Application lacked required items
   - Research interests are not aligned with or not compatible with those of the department
   - Research impact not as strong of that of candidates selected for interview
   - Publication history not as strong as that of candidates selected for interview
   - Grant support not as strong as that of candidates selected for interview
   - Teaching experience does not align with the department’s needs
   - Application submitted after full consideration date (only available for postings that are “Open Until Filled” with a full consideration or “soft close” date) *
   - Applicant declined interview
   - Applicant did not respond to interview request

*If a unit moves back its full consideration date, all candidates applying prior to that new full consideration date must receive a complete review of their qualifications and may not be excluded by date of application.*
4. Candidate was interviewed, but not selected to receive offer (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS) Use this designation for any reason the candidate was interviewed, but not found to be the highest rated candidate. In the event of questions of why a person was not hired, you must have a non-discriminatory, articulable basis for why an individual was not the most qualified. For example, candidate’s interview or references raised concerns about the candidate’s qualifications.

Candidate interviewed but candidate/candidate’s...
- Experience not as strong as that of candidate selected to receive offer
- Education not as strong as that of candidate selected to receive offer
- Research interests are not aligned with or not compatible with those of the department
- Research impact not as strong as that of candidate selected to receive offer
- Interview not as strong as that of candidate selected to receive offer
- Grant support not as strong as that of candidate selected to receive offer
- Publication history not as strong as that of candidate selected to receive offer
- Interview raised concerns about candidate’s qualifications
- References raised concern about candidate’s qualifications
- Did not present favorably

5. Candidate offered position, but declined the offer/position (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS) Use this designation for any reason the candidate is offered the job and declines, citing salary issues, relocation, hours, or other reasons, etc.

Candidate offered position but declined because...
- Candidate accepted different position
- Relocation package not sufficient
- Salary not sufficient
- Candidate not willing or able to start position on or around position start date
- Candidate not willing or able to commit to length of contract
- Candidate indicates personal circumstances changed
- Candidate no longer desires to accept position without stating reason
- Start-up package was not sufficient
- Spouse/partner recruitment was not successful

Failed Searches and Canceled Searches

**IMPORTANT: These dispositions are reserved for EOO and HR use only. Please contact EOO for faculty searches and HR for staff searches if you believe that your search needs to be failed or canceled.**

Failed Search
A search should be “failed” if the unit concludes, after reviewing all applicants, that it is unable to identify a suitable candidate from the existing applicant pool and no offer is extended. A search also should be failed if all applicants to whom the position is offered decline the offer.
Canceled Search
A search should be "canceled" if a unit decides that the position advertised is no longer available and must be removed from UGAJobs and other advertising. This can happen for a variety of reasons, including:

- The unit deciding that the position is no longer needed,
- The unit concludes that it does not have the funds necessary to support the position.

*IMPORTANT:* A search can be canceled at any time during the search process, but a search cannot be failed until all applicants have been reviewed by the department.

While a failed search concerns the suitability of the applicants for a position, a canceled search concerns the viability of the position itself. Accordingly, the “failed search” and “canceled search” dispositions are not interchangeable.

Questions concerning the provided Action Reason Codes for removing applicants from consideration, please contact the Equal Opportunity Office, ugaeoo@uga.edu or 706-542-7912.