Quick Guide: Applicant Management
Understanding how to appropriately remove applicants from consideration

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 stages. Using designated Disposition Codes, the assigned Applicant Manager is able to place a single applicant or a group of applicants into a specific Internal Workflow State.

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

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

Please provide the reasons below to your Search Committee and/or Hiring Official so they may appropriately remove applicants from consideration.

The Applicant Manager will have 5 choices (1-5 listed below) to select from, giving him and/or her the ability 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, forcing him and/or her to select a sub-field. The Applicant Manager must make a choice among the available options in order to satisfy their obligation.

1. **Candidate withdrew application**
   
   Use this designation for any reason the candidate voluntarily withdraws an application or indicates 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…**
1. Experience not as strong as that of candidates selected for interview
2. Education not as strong as that of candidates selected for interview
3. Application lacked required items
4. Application submitted after full consideration date (only for Open Until Filled postings with identified full/priority consideration date)**

**If a full/priority consideration date is used to eliminate any candidate from consideration, candidates applying after that date may be considered only according to the following procedure: A new full (priority, etc.) consideration date, at least 14 days from the prior one, is selected by the unit and appended to the previous date in the posting by Central HR or EOO. All candidates applying before the latest full consideration date, whether original or extended, must receive equal review of their qualifications and may not be excluded by date of application. All those applying after the latest date must be excluded from review beyond minimum qualifications unless a subsequent full consideration extension brings their application date into reviewable range.**

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…**
1. Experience not as strong as that of candidate selected to receive offer
2. Education not as strong as that of candidate selected to receive offer
3. Interview not as strong as that of candidate selected to receive offer
4. Interview raised concerns about candidate’s qualifications
5. References raised concern about candidate’s qualifications
6. 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…**
1. Candidate accepted different position
2. Relocation package not sufficient
3. Salary not sufficient
4. Candidate not willing or able to start position on or around position start date
5. Candidate not willing or able to commit to length of contract
6. Candidate indicates personal circumstances changed
7. Candidate no longer desires to accept position without stating reason