Quick Guide: Disposition Reasons and Automated Emails

Step 1: Disposition reasons are assigned to applicants that will not be hired. Start by logging in to the posting and click on “Applicants.”

![Posting: Medical Records Clerk (Staff)](image)

www.sfasu.edu/hr

Step 2: Hover your mouse over the “Actions” dropdown next to the applicant name. Then click “View Application.”
Step 3: Move the applicant to the appropriate workflow (Not Interviewed, Not Hired or Interviewed, Not Hired, etc.)

Step 4: A “Take Action” box will appear. Click the dropdown box to see the list of disposition reasons.
Step 5: Select the reason accurate reason why the applicant was not hired. Some of the options you may see are listed below:

- Accepted offer with another organization
- Did not show for interview
- Not considered after initial phone/web conference screen
- Met requirements, but another individual had more relevant experience/education
- Candidate well qualified - Will be considered if first choice declines
- Poor or unprofessional responses to questions
- Incoherent or incomplete responses to questions
- Unprepared or uninterested
- Did not demonstrate experience level required
- Others were better suited- Education
- Others were better suited- Experience
- Candidate well qualified - Will be considered if first choice declines
- Unable to contact
- Did not pass background check
- Unfavorable references
- Withdrew application
- Other
- Position canceled

Step 6: PLEASE NOTE - Applicants will received automated emails if you move them to one of the following workflows:

- Not Interviewed, Not Hired
- Interviewed, Not Hired
- Fail Message (Did not meet minimum qualifications based upon answers to posting questions)
- Position Canceled