



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)
Current Status: Posted
Position Type: Staff | Created by: Nathaniel Pruitt
Department: Health Services | Owner: Human Resources

Summary | History | Applicants | Reports | Hiring Proposals

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Step 2: Hover your mouse over the “Actions” dropdown next to the applicant name. Then click “View Application.”

"All Applicants" 1 | Delete this search? | Selected records 1 | Clear selection?

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions
<input type="checkbox"/>	McApplicantFace	Applicant	List of References	S2018-004	Human Resources Initial Review	October 27, 2017 at 09:30 AM	Actions GENERAL View Application



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Step 3: Move the applicant to the appropriate workflow (Not Interviewed, Not Hired or Interviewed, Not Hired, etc.)

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select (move to Not Interviewed, Not Hired)
- Select (move to Phone/Skype Interview)
- Select (move to Campus Interview)
- Select (move to Finalist)
- Select (move to Interviewed, Not Hired)

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Step 4: A “Take Action” box will appear. Click the dropdown box to see the list of disposition reasons.

Take Action ✕

Select (move to Interviewed, Not Hired)

Reason (required)

Please select

< | >

Submit Cancel



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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**