

## Rejection of Non-Selected Candidates

*\*Complete this step as soon as your selected candidate has accepted offer so we can close the search.*

Log in to **Taleo (ATS)** and select **'View Requisitions'**

Select the Requisition to process

Click the number beside the Requisition title to view all candidates

You can do the rejections one at a time or as a group

### **To do one at a time:**

1. Select the person by checking box by their name
2. Select **'More Actions'** and choose **'Change step/status'**
3. Under **New Status**, scroll through the drop down list and choose **'Reject'** (this will open up a new box with reasons)
4. Select the appropriate reason, then click **'Save & Close'**

### **To do as group:**

1. If they are all at same stage in process, check the box **'Select All'**
2. Select **'More Actions'** and choose **'Change step/status'**
3. Under **New Status**, scroll through the drop down list and choose **'Reject'** (this will open up a new box with reasons)
4. Select the appropriate reason, then click **'Save & Close'**

**\*\*Once ALL candidates have been rejected, email your Recruiter who will notify them of the decision via email from Taleo. Once notified, Recruiter will officially close the Search in the system. If you still have questions, feel free to call.**