Dispositioning Candidates in Taleo

You are here > Requisition List > Requisition View			I Back to Requisit	ion List		
Summary 📀	Smokey's Coordinator	(ID:2600000ABC				
Status: Open - Posted Posted on: April 1, 2022 Latest Action: Posting Extended Hired Candidate(s): 0 out of 1	S 🗭 👼 More Actions 💌 Requisition Info Prescreen Alerts	Attachments Sourcing History	All Candida	tes 88		
Active Candidates 85 0			Language: English (Base) v Edit All Expan	IA br		
STRUCTURE	▲ Req - Logistic			1		
Organization Soccer	Identification					
 Primary Location UT-knoxville-37996, knoxville 	Position Number 94010510	Number of Openings 1				
 Job Field Athletics 	Requisition Title Smokey's Coordinator	Job Number 19940105	Title (by Manager) Athletics Operations 2			

- a. If dispositioning more than one candidate at a time, they **must**:
 - i. Be in the same [Step] and [Selection Status]
 - ii. Be the same employment status *Internal* or *External*
 - iii. Have the <u>same reason for disposition</u> why they were not chosen for hire.

Once you have selected the candidate(s) to be dispositioned (Rejected), select the Change Step/Status Icon (stairs) also highlighted below. Open the Requisition and Select [Active Candidates] on the left-hand side.
 (See example to the left)

Now looking at the list of candidates in alphabetical order (pictured below), you can disposition candidates in **bulk** or **one by one**.

<u>.</u>	Requisition ID: 2600000ABC G												
FILTER	s In sel	ection pro	ocess O Clear All										
<u>1</u>	∍ ₽%		More Actions 🔻							Lis	t Format	CSW Step Global -	STANDARD 🔻
	i~	\otimes	Candidate	2 🔺	*	ñ		Step	1▲	Selection Status	Home	Phone, Email	Require
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0							/	Search Commit Review	tee	To Be Reviewed			1/1
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- 2. The Change Step and Status box will appear as shown below.
 - a. Select the <u>status box</u> and select [**Rejected**].
 - b. Once selected, you will be prompted to select one or more items from the **[Details or Disposition*]** list. <u>Correct disposition reason and action are critical for record and compliance.</u>

Please Note: The primary reason your RBP cannot disposition candidates is that they have no knowledge or record of the reasoning each candidate is not selected for hire.

Change S	itep and Status							×	2					
Candidate Na Manning,	ame Payton				Requisition Title Smokey's Coordinator	(ID:2600000	IABC		3. To maintain effective communication, sel					
	Current	tly in			c	hange to			"Sei	d Correspondence" before proceeding.				
Step Search Co	mmittee Review	Status To Be Reviewed	→	Step Search Committee Review		Rejected	▼ ↓		NOT are 1	'E: If/when this is not done, the candidates w not hired do not receive notification regardir				
Details or Dis Applicat Applicat	iposition * ion received too late ion incomplete complete the hiring process	s - No show for interview		Î					the s	tatus of their application.				
Select Oth Send Cor	ner Action rrespondence					Cancel	Apply and Continue	Apply and Close	Acti Nex pictu This (See	on], the <i>left image below</i> will appear. Select t, and it will take you to email templates as ared in <i>the right image below</i> . is the last step. both images below for Step 3.)				
	Send Correspond	ence				×		Send Corresponder	nce - Select Template	ж				
	Candidate Name Requisition Title Smokey's Coordinato Send message by: © Email © Finited Letter Write a message From Scratch From	or n Template	Current Search C	itep Committee Review	Currer Reject	r Status ied		Reservery Template Cut Showing Template Cut Gradinate Statistication Gradinate Statistication Reservery Reservery Reservery Reservery Reservery Reservery Statistication Statis Statistication Statisticati	✓ Filters mention Centrel mention Centrel a terrarde menorher to Center Centers Centers Centers Centers Centers menorher Centers menorher Centers Centers menorher Centers menorher Centers men	Condiciant Interfactore Registration Concelled Concelled Interfactore Registration Concelled Interfactore Registration Concelled Interfactore Concelled Interfactore Concelled Interfactore Concelled Interfactore Concelled Interfactore Concelled Interfactore Concelled Concelled				
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We recommend using the UTK Templates.

Please use [*External Rejection – No Contact*] for candidates not brought in for an interview and *[External Rejection - Contact]* for those interviewed.