

Dispositions and Closing Out the PARF



MISSISSIPPI STATE
UNIVERSITY

Department of Human
Resources Management

As you move through and complete the hiring process, you will need to change applicant statuses, which HRM refers to as dispositioning your applicants. To disposition your applicants, there are two steps.

1. The first step is to select the **Not Hired Status** for each applicant. (Where your applicant fell out of the hiring process.)
2. The second step is to select the **not hired reason**.

All applicants must either be in a Not Hired or Hired status.

It is important to move your applicants to the most accurate “not hired” reasons. This information is critical when it comes to explaining hiring decisions for internal or regulatory audits or other legal matters.

If you move the applicants to the appropriate “not hired” reasons at the time of review, it will be easier to capture the most accurate reasons rather than having to recall from memory at a later time, which could lead to inaccurate information.

The “not hired” reasons are listed on the next page.

After you select the “**Not Hired**” status, click on the blue button that says ‘**Next**’.

Not Hired — Did not Meet Minimum Qualifications per HRM Screening (Final): *For HR use only.* The applicant will be moved to this status if HR determines the applicant doesn’t meet the minimum qualifications.

Not Hired — Did not Meet Minimum Qualifications (Final): You will use this status if the hiring coordinator or search committee determine that the applicant does not meet the minimum qualifications.

Not Hired — Meets Minimum Qualifications/but not interviewed (Final): You will use this status if you do not move forward with this applicant.

Not Hired — Interviewed (Final): You will use this status if you select an applicant for an interview, but do not move forward with the applicant.

Not Hired — Online Offer Made (Final): You will use this status if you do not move forward with your candidate after they have been made an online offer.

Not Hired — Unsuccessful Background Check (Final): *For HR use only.* The applicant will be moved to this status if the applicant is not hired due to unsuccessful background screen.

Not Hired — Application Withdrawn (Final): You will use this status if applicant withdraws from the hiring process.

Not Hired — Ineligible (Final): *For HR use only.* The applicant will be moved to this status if the applicant is ineligible for rehire at MSU. Questions should be directed to the HR Generalist.

The screenshot shows a window titled "Change application status" with a list of application statuses. The "New" status is currently selected and highlighted. Below the list are three buttons: "Submit", "Next >" (highlighted in blue), and "Cancel".

Application Status
Application Incomplete
Submitted
New
Prepare Offer (Offer)
Make Online Offer (Offer)
Under Review for Position (Screening)
Background Check Request
Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)
Not Hired - Did not Meet Minimum Qualifications (Final)
Not Hired - Interviewed (Final)
Not Hired - Meets Minimum Qualifications/but not Interviewed (Final)
Not Hired - Online Offer Made (Final)
Not Hired - Unsuccessful Background Check (Final)
Not Hired - Application Withdrawn (Final)
Not Hired - Ineligible (Final)
Offer Accepted (System status)
MSU Onboarding Form Complete (System status)
Background Check Pending
Background Check Completed/Hired (Final)
Hired (Final)
Offer Removed

You will have the option to send out a system email to the applicant, informing them that they have been moved to not hired.

If you do not want to send out this system email, click “no”.

Confirm status change

From status: New
To status: Not Hired - Did not Meet Minimum Qualifications (Final)

Communication template: -- No template --

E-mail: Applicant: Yes No

From:* jcr15@msstate.edu
Subject:* Position Review Outcome

Message: Merge fields

B I U S [List icons] Formats **A** [Color icons] [Link icon] [Table icon] [Text icon] [Code icon] (?)

Dear [REDACTED]

We have conducted a review of your credentials for Human Resources Generalist in 460300 - Human Resources Management. After careful consideration we regret to advise you that we will not be progressing further with your application.

If you wish to pursue other employment opportunities at Mississippi State University, please visit our career page at <http://careers.pageuppeople.com/773/cw/en-us/listing> for a list of current vacancies.

Again, we are pleased that you considered Mississippi State University as a prospective employer and

Move now **Cancel**

Note: You may want to review the **From** and **To** status at the top of the screen to ensure they are making the appropriate move.

Then scroll to the bottom of the popup where you will select the “not hired” reason.

The next step is to select the “not hired” reason at the bottom of the page.

Not Hired Reasons

From this drop-down list you will pick the most appropriate not hired reason.

If you do not see a reason that adequately describes why you didn’t hire an individual, please contact your HR Generalist and they will help you.

Please note, **it is important to accurately code your applicants.**

Application reason

- Not best qualified - Knowledge, Skills, and Abilities
- Did not meet minimum requirements
- Applicant applied after candidate was hired
- Applicant withdrew application - salary requirement
- Applicant withdrew application - Unable to relocate
- Applicant withdrew application - Accepted another offer
- Applicant withdrew application - Unable to travel
- Applicant withdrew application - voluntary
- Position withdrawn by department/unit
- Unable to contact
- Unable to relocate
- Declined interview
- No show for interview
- Declined Offer
- Unsatisfactory references
- Salary unsatisfactory
- Benefits unsatisfactory
- Unable to start by required offer date
- Unable to work schedule offered
- Failed to submit required materials for consideration
- Class did not make
- Personal reasons
- Unsuccessful Background Check
- Ineligible for employment under University policy

Not Hired - Interviewed (Final) reason

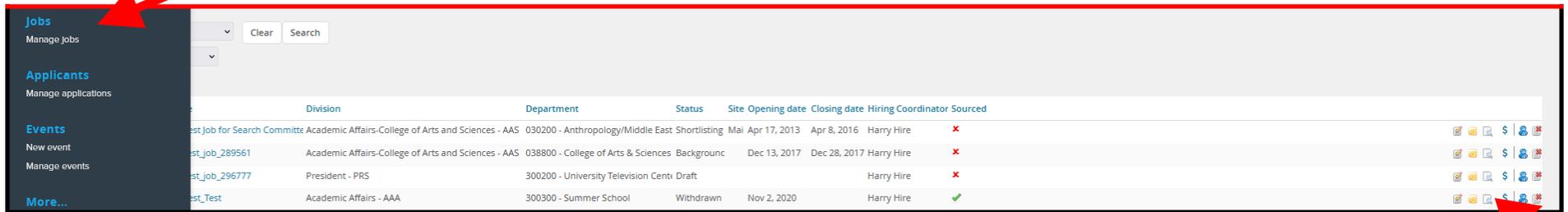
Please indicate the reason for selecting the not hired - interviewed (final) status:*

Select

The last step is to close out the job. **You should not do this until after dispositioning applicants.**

- Job will be removed from Career website.
- Job will be moved from current status to non-current status.
- Job will no longer appear on your dashboard.

Select **“Manage Jobs”** from the hamburger view. You can see all PARFs which you are assigned.



The screenshot shows a web application interface. On the left is a dark sidebar with a hamburger menu. The 'Jobs' section is expanded, and 'Manage Jobs' is selected. The main content area displays a table of job listings. The table has columns for Division, Department, Status, Site, Opening date, Closing date, Hiring Coordinator, and Sourced. There are also icons for each row, including a red 'X' icon for closing a job.

Division	Department	Status	Site	Opening date	Closing date	Hiring Coordinator	Sourced
Academic Affairs-College of Arts and Sciences - AAS	030200 - Anthropology/Middle East	Shortlisting	Mail	Apr 17, 2013	Apr 8, 2016	Harry Hire	×
Academic Affairs-College of Arts and Sciences - AAS	038800 - College of Arts & Sciences	Background		Dec 13, 2017	Dec 28, 2017	Harry Hire	×
President - PRS	300200 - University Television Centr	Draft				Harry Hire	×
Academic Affairs - AAA	300300 - Summer School	Withdrawn		Nov 2, 2020		Harry Hire	✓

Locate the PARF you want to close out and select **“Close Job”** icon.



The close job page will be displayed.

Change status to **Filled** and **Save**.

The screenshot shows a user interface for managing a job. At the top, there is a header "Test_Test." with an information icon. Below it, the text "Select a status to move the job into:*" is displayed. A dropdown menu is open, showing three options: "Select", "Filled", and "Withdrawn". The "Filled" option is highlighted with a red box. Below the dropdown, there is a message "Any open sourcing channels will be closed." and a "Send job feedback survey:" section with radio buttons for "Yes" and "No". At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box. Two red arrows originate from the text above: one points to the "Filled" option in the dropdown menu, and the other points to the "Save" button.

For more information, please contact HRM at 662-325-3713.