Dispositions and Closing Out the PARF



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'.

Disposition (Option 1) 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.

Disposition (Option 2) 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.

Disposition (Option 3) 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.

Disposition (Option 4) Not Hired — Meets Minimum Qualifications/ Not Interviewed (Final): You will use this status if you do not move forward with this applicant.

Disposition (Option 5) Not Hired — Online Offer Made Before Applicant Applied

Disposition (Option 6) 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.

Disposition (Option 7) Not Hired — Application Withdrawn (Final): You will use this status if applicant withdraws from the hiring process.

Disposition (Option 8) 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.

Disposition (Option 9) Not Hired — Offer Declined (Final): The applicant will be moved to this status if the applicant declines the offer.

Disposition (Option 1) Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)
Disposition (Option 2) Not Hired - Did not Meet Minimum Qualifications (Final)
Disposition (Option 3) Not Hired - Interviewed (Final)
Disposition (Option 4) Not Hired - Meets Minimum Qualifications/Not Interviewed (Final)
Disposition (Option 5) Not Hired - Online Offer Made Before Applicant Applied (Final)
Disposition (Option 6) Not Hired - Unsuccessful Background Check (Final)
Disposition (Option 7) Not Hired - Application Withdrawn (Final)
Disposition (Option 8) Not Hired - Ineligible (Final)
Disposition (Option 9) Not Hired - Offer Declined (Final)
Offer Removed

Next >

Cancel

Submit

	ant to send out this system email, click "no".	
Confirm stat	us change From status: New To status: Not Aired - Did not Meet Minimum Qualifications (Final) on template: No template V	Note: You may want to revi From and To status at the to
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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.

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Not Hired - Interviewed (Final) reason

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

Select

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

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.



Locate the PARF you want to close out and select "Close Job" icon.



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