# Table of Contents

- **Submitting an Applicant for Approval to Interview** ................................................................. 1
- **Changing the Position Requisition Status (REQUIRED)** .......................................................... 1
  - **Step 1**: Click the position title to open the hiring requisition .............................................. 1
  - **Step 2**: Click the Change button for the position's Status field .......................................... 2
  - **Step 3**: Select the appropriate position status ........................................................................ 3
    - Hiring Department/College Actions ....................................................................................... 3
    - Office of the Provost Actions ............................................................................................... 3
  - **Step 4**: Confirm and notify applicants .................................................................................. 4
- **Changing the Applicant Status (REQUIRED)** ........................................................................ 5
  - **Step 1**: Click the position title ............................................................................................ 5
  - **Step 2**: Select one or more applications .............................................................................. 5
  - **Step 3**: Click the "Status" button that appears to the right of the page ............................... 6
  - **Step 4**: Select the appropriate status to apply to the selected applicants .......................... 7
    - Hiring Department/College Actions ....................................................................................... 7
    - Office of the Provost Actions ............................................................................................... 7
- **Using Disposition Codes (REQUIRED)** .................................................................................. 8
  - Disposition codes vs. application statuses ............................................................................ 8
  - **Assign a disposition code to a single applicant** ................................................................ 9
    - **Step 1**: Select the applicant from the list of applications ............................................... 9
    - **Step 2**: Click "Add" under the Disposition code section of the applicant's profile page ...... 9
    - **Step 3**: Select the disposition code from the drop-down list .......................................... 10
  - **Assign disposition code to multiple applicants** .................................................................... 12
    - **Step 1**: Select multiple applications on the applications page as shown below ............... 12
    - **Step 2**: Click "Disposition Codes" and select the code you want to apply .......................... 12
- **Using Tags to Mark and Sort Applications** ........................................................................... 14
  - **Step 1**: Check the box next to name of applicant(s) you want to tag ................................ 14
  - **Step 2**: Checking the box next to a name opens a row of buttons to the right of the page. 15
  - **Step 3**: Click the "Tag" button ............................................................................................ 15
  - **Step 4**: Select the tag you want to apply ............................................................................ 16
Submitting an Applicant for Approval to Interview

During the search, committee managers and administrators should change the status of the position requisition and the applicants to reflect where they are in the hiring/interviewing process.

The steps below describe the process of changing the requisition status and the applicant status. Be sure you understand which of these two things you are updating when making changes in the system.

Changing the Position Requisition Status (REQUIRED)

The position status should be updated to reflect where you are in the hiring process. To change the position requisition status, take the steps as listed below.

Step 1: Click the position title to open the hiring requisition
Step 2: Click the Change button for the position's Status field.

A drop-down menu will appear.
Step 3: Select the appropriate position status

Hiring Department/College Actions

Accepting Applications – When a hiring requisition has been approved and is open for applications, the status of the search should be moved to this status.

Reviewing Applications – Change to this status when the search committee has begun reviewing applications. It is at this point that the committee/search manager should start to update applicant statuses as well.

Interviewing Finalists – Department/Committee Level – Change to this status when the department/committee interview process has started.

Submit for Provost Review/Interview – Change to this status when those who will be interviewed by the Provost’s Office have been identified. When the Provost Office representative sees this status, the applicant statuses will be reviewed and if complete, interviews will be scheduled.

Office of the Provost Actions

Administrative Interviews Scheduled – Provost Office representative assigns when all interviews have been confirmed and scheduled.

Administrative Interviews Complete – Provost Office representative assigns when all interviews are complete- this status notifies Department/Committee/Business Officer action is needed.

Position Closed – Pending Offer – This status is selected only AFTER you have submitted the applicant(s) for hire through the hiring workflow and that offer has been approved to send out. The hiring workflow includes attaching the hiring proposal plan to the Internal Documents section of Interfolio.

Position Filled – Provost Action Only – This status is selected by the Provost’s Office representative. It is used only AFTER you have made the official offer through the hiring workflow, all finalist documents are attached, and all applicant statuses have been updated. The personnel action to put the person on payroll can’t begin until all steps have been taken.

Position Not Filled – Provost Action Only – This status is selected by the Provost’s Office representative. It is used when applicants have been interviewed at the Department/Committee level or Provost level, but the search was unsuccessful.

Cancelled Search – Provost Action Only – This status is selected by the Provost’s Office representative and is only used when a position is not being filled AND no applicants have been interviewed.
**Step 4: Confirm and notify applicants**

The "Change Status" window reminds you of the permissions associated with the active status and gives you the option to compose and send an email to applicants about the change.

---

**Change Status**

Please confirm you wish to change the status of the selected applications to Longlist.

With this status active:
- Applicants cannot view this status.
- Applicants cannot update their application materials.

☐ Send message to selected applicants with this change.

[Save]  [Cancel]
Changing the Applicant Status *(REQUIRED)*
The applicant status should be updated to reflect where you are in the hiring process. To change the applicant status, take the steps as listed below.

*Step 1: Click the position title*

![Position Title Click](image)

*Step 2: Select one or more applications*

![Application Selection](image)
Step 3: Click the "Status" button that appears to the right of the page

You can also assign or change an application status from the Applicant Profile page:

Click the applicant's name to open the Applicant Profile
Step 4: Select the appropriate status to apply to the selected applicants

Hiring Department/College Actions

**Remove from Consideration** – For those who do not meet minimum requirements. Must also select the appropriate disposition code at this time.

**Applicant Withdrew** – Make this change as soon as you know an applicant has removed himself/herself from the process. Must also select the appropriate disposition code at this time.

**Longlist** – For those still under consideration but who have not made the short list.

**Shortlist** – For those under consideration for the department/committee interview process.

**Interview** – For those who will be interviewed by the Provost’s Office.

**Offer Pending** – This is changed only AFTER you have submitted the applicant(s) for hire through the hiring workflow and that offer has been approved to send out. We must see a hiring workflow when an applicant is in this status.

**Declined Offer** – This is used only AFTER you have made the official offer through the hiring workflow (approved by the Provost’s Office). We must see a hiring workflow when an applicant is in this status. A hiring proposal plan must have been attached and approved by the Provost’s Office through the workflow.

**Not Interviewed, Not Hired** – For those that are no longer under consideration and were not interviewed. Must also select the appropriate disposition code at this time.

**Interviewed, Not Hired** – For those that were interviewed either by the department/college committee or Provost’s Office, but an offer was not issued. Must also select the appropriate disposition code at this time.

**Hired (Offer Accepted)** – This status is used only AFTER the Business Officer has attached the signed offer letter to the system.

Add Materials – Use this status when an applicant has application materials that are missing. When the materials have been added, change this status.

**Final applicant statuses allowed for completed hiring.**

Office of the Provost Actions

**Cancelled Search** – This status should only be used by the Provost’s Office. It is used only if there were no interviews and it was determined to stop the search for any reason. Contact the Provost’s Office if you believe a search should be cancelled.
Using Disposition Codes (REQUIRED)

Disposition codes are REQUIRED for those who have an application status that indicates they were not hired. Disposition codes are short, pre-defined explanations of why an applicant did not make it to the next step of the hiring process. Disposition codes are meant to work in conjunction with the applicant status.

Disposition codes help track and document committee decisions regarding each applicant, providing responsible documentation of the hiring process and mitigating liability by keeping a record of the stated reasons why each individual job applicant was removed from consideration.

Disposition codes vs. application statuses
Application statuses are meant to cover where a given applicant is in the committee’s process (e.g. Long List, Short List).

Disposition codes are intended to document why a given applicant did not move any further in the process. In many situations, these fields will be reported on together to support reporting at the end of a search.

Using disposition codes for each applicant will help compliance reporting at the completion of a search. It will help meet requirements for each applicant to have a valid code assigned to them.

Final application statuses such as "Not Interviewed, Not Hired" -or- "Interviewed, Not Hired," for example, can be used along with a set of disposition codes that helps explain the final decision. See page 10 for a list of applicants statuses and corresponding disposition codes:

Disposition codes can be assigned to applications one at a time, or a single disposition can be assigned to multiple applications.
Assign a disposition code to a single applicant

Step 1: Select the applicant from the list of applications

Step 2: Click "Add" under the Disposition code section of the applicant's profile page
Step 3: Select the disposition code from the drop-down list
Select the appropriate disposition code that corresponds with the applicant status selected.

**DO NOT** use the disposition code “Cancelled Search-Provost Use Only” This status should only be used by the Provost’s Office.

<table>
<thead>
<tr>
<th>Applicant Status</th>
<th>Disposition Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove from Consideration</td>
<td>Not Considered- Did not review, applied after deadline</td>
</tr>
<tr>
<td></td>
<td>Does not meet minimum qualifications</td>
</tr>
<tr>
<td></td>
<td>Incomplete application</td>
</tr>
<tr>
<td>Applicant Withdrew</td>
<td>Cannot meet applicant salary requirements</td>
</tr>
<tr>
<td></td>
<td><em>Can be left blank if we don’t know the reason why they withdrew</em></td>
</tr>
<tr>
<td>Declined Offer</td>
<td>Cannot meet applicant salary requirements</td>
</tr>
<tr>
<td></td>
<td><em>Can be left blank if some other reason</em></td>
</tr>
<tr>
<td>Not Interviewed, Not Hired</td>
<td>Inadequate/unfavorable references</td>
</tr>
<tr>
<td></td>
<td>Unsatisfactory pre-employment screens</td>
</tr>
<tr>
<td></td>
<td>Does not meet minimum qualifications</td>
</tr>
<tr>
<td></td>
<td>Does not meet basic requirements - Religion</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - education</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - professional achievements</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - experience</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - licensure/certification</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - professional abilities</td>
</tr>
<tr>
<td></td>
<td>Not Considered- Did not review, applied after deadline</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - research</td>
</tr>
<tr>
<td>Interviewed, Not Hired</td>
<td>Inadequate/unfavorable references</td>
</tr>
<tr>
<td></td>
<td>Unsatisfactory pre-employment screens</td>
</tr>
<tr>
<td></td>
<td>Does not meet minimum qualifications</td>
</tr>
<tr>
<td></td>
<td>Does not meet basic requirements - Religion</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - education</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - professional achievements</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - experience</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - licensure/certification</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - professional abilities</td>
</tr>
<tr>
<td></td>
<td>Not Considered- Did not review, applied after deadline</td>
</tr>
<tr>
<td></td>
<td>More qualified candidate selected - research</td>
</tr>
<tr>
<td>Status</td>
<td>Disposition Code</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Hired (Offer Accepted)</td>
<td>Hired</td>
</tr>
<tr>
<td>Longlist</td>
<td>No disposition code needed at this status</td>
</tr>
<tr>
<td>Shortlist</td>
<td>No disposition code needed at this status</td>
</tr>
<tr>
<td>Interview</td>
<td>No disposition code needed at this status</td>
</tr>
<tr>
<td>Offer Pending</td>
<td>No disposition code needed at this status</td>
</tr>
</tbody>
</table>
Assign disposition code to multiple applicants

Step 1: Select multiple applications on the applications page as shown below. This will open a menu bar that includes a "Disposition Codes" button.

![Image of applications page]

Step 2: Click "Disposition Codes" and select the code you want to apply.

![Image of disposition code selection]

The code will display on the applicant profile page of each user.
<table>
<thead>
<tr>
<th>Disposition Code</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not meet department minimum requirements</td>
<td>Out</td>
</tr>
</tbody>
</table>

**Status**

- Interview
- Change

**Documents**

- Incomplete
- Add File
- Read
Using Tags to Mark and Sort Applications
Tags are bits of text that can be added to an applicant's record to help sort, categorize, and quickly identify applications in Faculty Search.

Committee members can use tags:
- To identify candidates with significant achievements such as teaching awards or fellowships.
- To mark progress of an application through the hiring process ("Not Competitive").
- To quickly add comments useful for sorting applications ("Good Teaching Evaluations," "Strong Publications").
- To mark applications they have reviewed or are responsible for reviewing.
- To filter the list of applicants and focus on the most competitive.

To add tags follow the steps below.

**Step 1: Check the box next to name of applicant(s) you want to tag**

Click "Applicant" at the top of the table to select all applicants.
Step 2: Checking the box next to a name opens a row of buttons to the right of the page.

The buttons that appear here are determined by your permissions in the program.

Step 3. Click the "Tag" button
Step 4: Select the tag you want to apply or select "Add new tag" to create a new one.

In the default list view, applied tags appear in the same row as the applicant's name.
Note that you can set whether or not tags will display by customizing and saving your view of the list.

You can also create and add a tag to an application by clicking the "Add" icon in the same row as an applicant's name.