

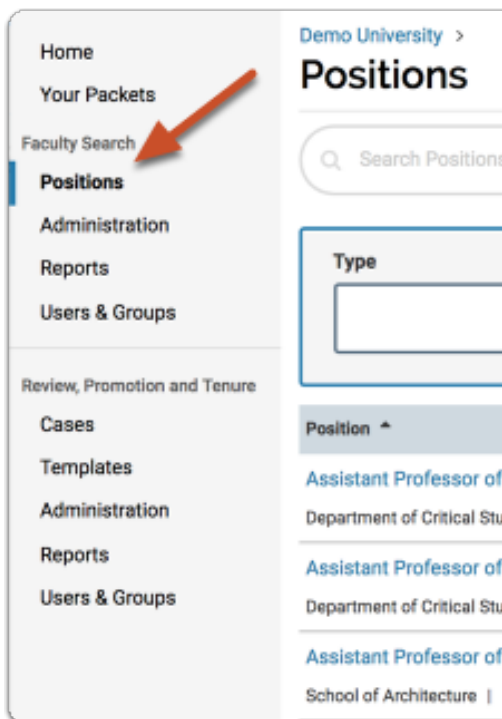
Assigning Disposition Codes

To support compliance with recruitment audits and the principles behind them, the University of Pennsylvania has established a set of standard applicant disposition codes to identify why an applicant falls out of consideration, i.e., reason for rejection.

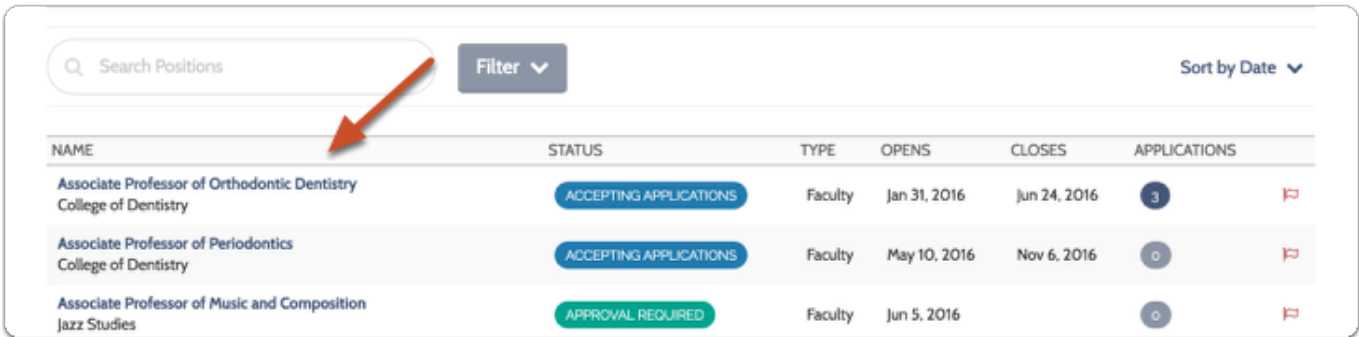
Application statuses “Withdrawn” and “Not Selected” require an applicable disposition code. Any applicant who does not receive an offer of employment must be assigned a disposition code before the position can be closed. A best practice is to apply disposition code to groups of applicants throughout the search process and in conjunction to changes in application status rather than waiting until the search is complete. The current list of disposition codes includes:

Application Status	Recruiting Disposition
Not Selected	Does Not Meet Minimum Qualifications
	Meets Minimum Qualifications but Other Candidate(s) Better Qualified
	Unsuccessful Reference Check
	Application Not Reviewed
Withdrawn	No Call / No Show
	Change in Interest or Availability
	Declined Offer
	Hired - Other Job
	Declined Interview

1. Select "Positions" from the left-hand navigation.



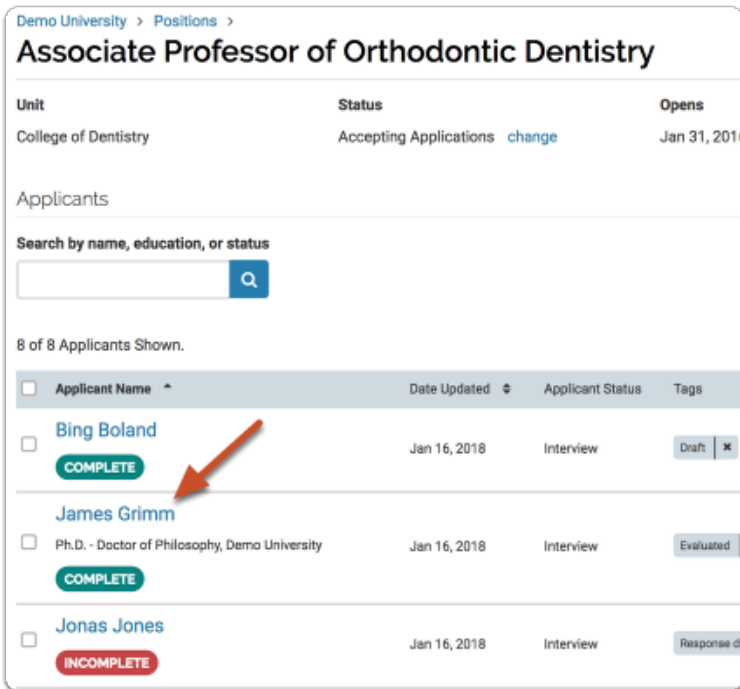
2. Click the position title.



A screenshot of a job positions list. At the top, there is a search bar labeled "Search Positions" and a "Filter" dropdown menu. On the right, there is a "Sort by Date" dropdown. Below is a table with columns: NAME, STATUS, TYPE, OPENS, CLOSES, and APPLICATIONS. An orange arrow points to the "NAME" column header.

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	3
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0
Associate Professor of Music and Composition Jazz Studies	APPROVAL REQUIRED	Faculty	Jun 5, 2016		0

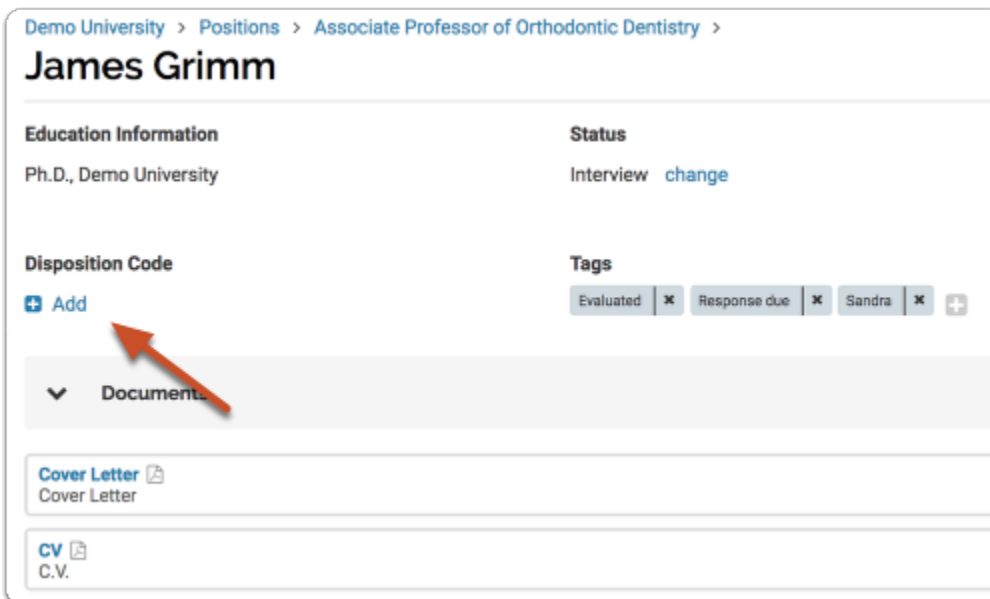
3. Select the applicant from the list of applications.



A screenshot of an applicant list for the position "Associate Professor of Orthodontic Dentistry". The page shows the unit "College of Dentistry", status "Accepting Applications", and opens "Jan 31, 2016". Below is a search bar and a table of 8 applicants. An orange arrow points to the applicant "James Grimm".

Applicant Name	Date Updated	Applicant Status	Tags
<input type="checkbox"/> Bing Boland COMPLETE	Jan 16, 2018	Interview	Draft
<input type="checkbox"/> James Grimm Ph.D. - Doctor of Philosophy, Demo University COMPLETE	Jan 16, 2018	Interview	Evaluated
<input type="checkbox"/> Jonas Jones INCOMPLETE	Jan 16, 2018	Interview	Response d

4. Click "Add" under the Disposition code section of the applicant's profile page.



A screenshot of the applicant profile page for "James Grimm". It shows education information (Ph.D., Demo University) and status (Interview). The "Disposition Code" section has an "Add" button with a plus icon, which is highlighted by an orange arrow. There are also tags: "Evaluated", "Response due", and "Sandra". Below are sections for "Documents", "Cover Letter", and "CV".

5. Select the disposition code from the drop down list.

The screenshot shows a user profile for James Grimm at Demo University. Under the 'Disposition Code' section, there is an 'Add' button. A dropdown menu is open, listing several disposition codes. An orange arrow points to the option 'Less competitive based on work history (experience)'.

Disposition Code

+ Add

Add Disposition Code

Does not meet department minimum requirements

Less competitive for position based on area of research expertise

Less competitive based on work history (experience)

Less competitive based on education or training

Interview inconsistent with application information

Interview demonstrated lack of effective communication skills

Unsatisfactory performance teaching sample class

Assign disposition code to multiple applicants:

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

The screenshot shows the applications page for the position 'Associate Professor of Orthodontic Dentistry'. It includes a table with columns for Unit, Status, Opens, and Closes. Below the table is a search bar and a table of applicants. An orange arrow points to the 'Disposition Code' button in the menu bar above the applicant table. Another orange arrow points to the 'Applicant Name' column header in the table.

Position Actions

Unit: College of Dentistry | Status: Accepting Applications | Opens: Jan 31, 2016 | Closes: Jun 28, 2019

Applicants

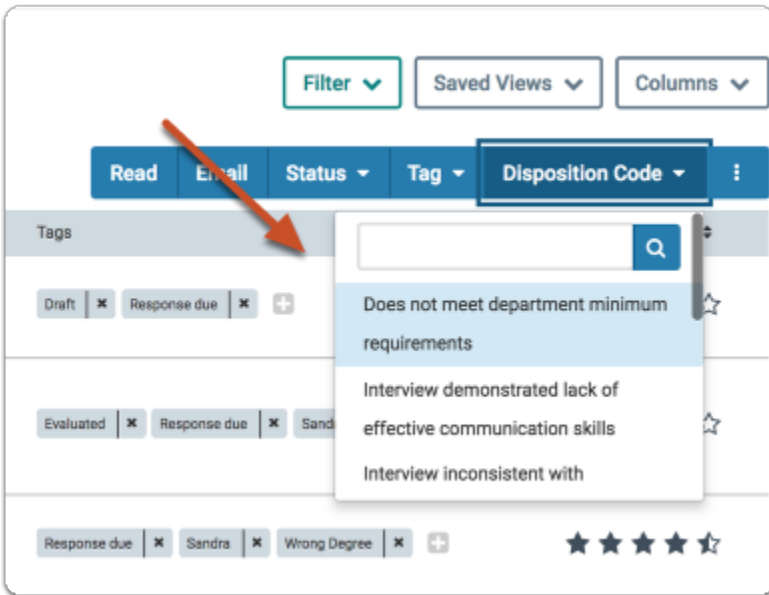
Search by name, education, or status

Filter | Saved Views | Columns

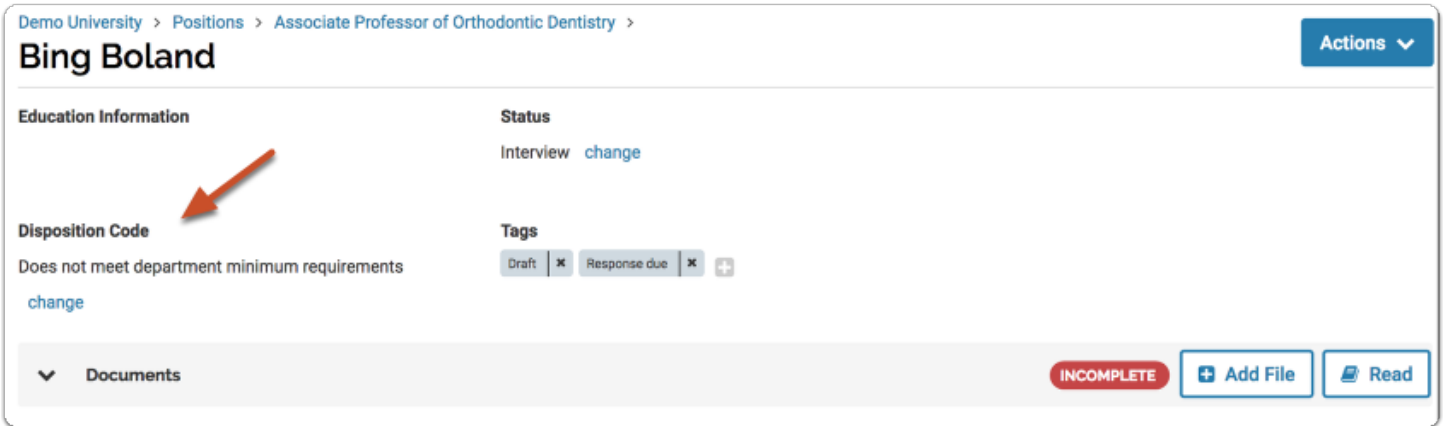
8 of 8 Applicants Shown.

Read	Email	Status	Tag	Disposition Code	
<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/>	Bing Boland	Jan 16, 2018	Interview	Draft Response due	★★★★☆
<input checked="" type="checkbox"/>	James Grimm	Jan 16, 2018	Interview	Evaluated Response due Santa	★★★★☆

1. Click "Disposition Codes" and select the code you want to apply.

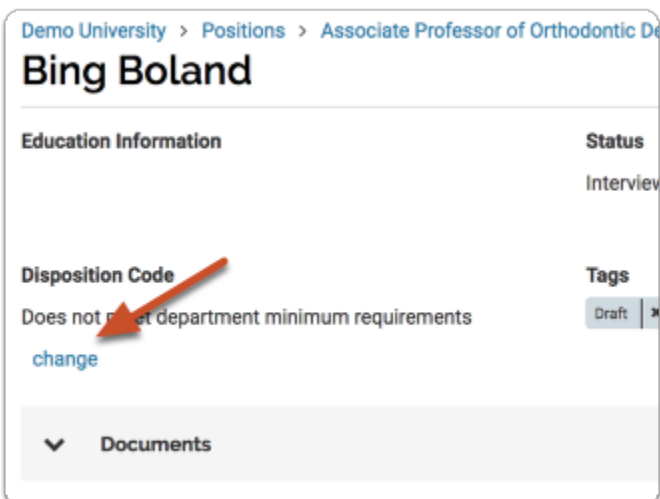


a. The code will display on the applicant profile page of each user.



To change a disposition code

1. Open the applicant's profile page and click "Change" under the Disposition Code section.



2. Select the appropriate code from the drop down list.
 - a. To remove the disposition code, scroll to the bottom of the list and select "Remove Disposition Code."

The screenshot shows a web interface for an application. At the top, the 'Disposition Code' is set to 'Less competitive based on work history (experience)' with a 'change' link. A dropdown menu is open, listing various codes. An orange arrow points to the 'change' link, and another orange arrow points to the 'Remove Disposition Code' option at the bottom of the dropdown list.

Disposition Code
Less competitive based on work history (experience) [change](#)

Documents

- Cover Letter (Cover Letter)
- CV (C.V.)
- Syllabus (Syllabus)

Ratings

Average

Teaching

Scholarship

Research

Comments

Add Disposition Code

- Does not meet department minimum requirements
- Less competitive for position based on area of research expertise
- Less competitive based on work history (experience)
- Less competitive based on education or training
- Interview inconsistent with application information
- Interview demonstrated lack of effective communication skills
- Unsatisfactory performance teaching sample class
- Remove Disposition Code

You can also remove the code from multiple applications at once from the list of applications

1. On the applications page, select the applications you want to change, click the "Disposition Code" button, and select "Remove Disposition Code."

The screenshot shows a table of applicants. The 'Disposition Code' column has a dropdown menu open, showing the same list of codes as in the previous screenshot. An orange arrow points to the 'Disposition Code' button in the table header, and another orange arrow points to the 'Remove Disposition Codes' option in the dropdown menu.

Applicants

Search by name, education, or status

Filter Saved Views Columns

8 of 8 Applicants Shown.

Read Email Status Tag **Disposition Code**

Applicant Name	Date Updated	Applicant Status	Tags	Disposition Codes
James Grimm	Jan 16, 2018	Interview	Evaluated Response due Sandra	Less competitive based on area of research expertise
Jonas Jones	Jan 16, 2018	Interview	Response due Sandra Wrong Degree	Does not meet department minimum requirements
Bing Boland	Jan 16, 2018	Interview	Draft Response due	Does not meet department minimum requirements