USING DISPOSITION CODES

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 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.

NAVIGATION

To get started, navigate to my.ufl.edu and use one of the following navigational paths:

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **Recruiting**
5. Click **Faculty/Postdoc Requisitions**

OR

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **UF Departmental Administration**
5. Click **Faculty/Postdoc Requisitions**

DISPOSITION CODES VERSUS APPLICATION STATUSES

Disposition codes are meant to work in conjunction with application statuses rather than replace them outright.

Application statuses indicate where a given applicant is in the committee's process of consideration (e.g., Long List, Short List).

Disposition codes, on the other hand, document why a given applicant did not move any further in the process. In many situations, these fields will be included in reports at the end of a search. Using disposition codes for each applicant will help UF in meeting requirements for compliance reporting at the completion of its search process.

LIST OF DISPOSITION CODES

Below is a list of typical disposition codes established for UF:

- Accepted another offer
- Application falsification
- Background/reference check requirements not met
- Did not return phone call or email
- Did not show for interview
- Does not meet qualifications
- Incompatible availability date
- Less competitive based on recommendations
- Less competitive degree or training
- Less competitive experience or skills
- Less competitive publications or research
- Not eligible for rehire
- Other

- Position canceled
- Rejected offer
- Withdrew application
- Work eligibility or visa requirements not met

ASSIGNING DISPOSITION CODES

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

ASSIGNING DISPOSITION TO A SINGLE APPLICANT

1. Select the applicant from the list of applications

2. Click **+ Add** under the Disposition Code section of the applicant's profile page.

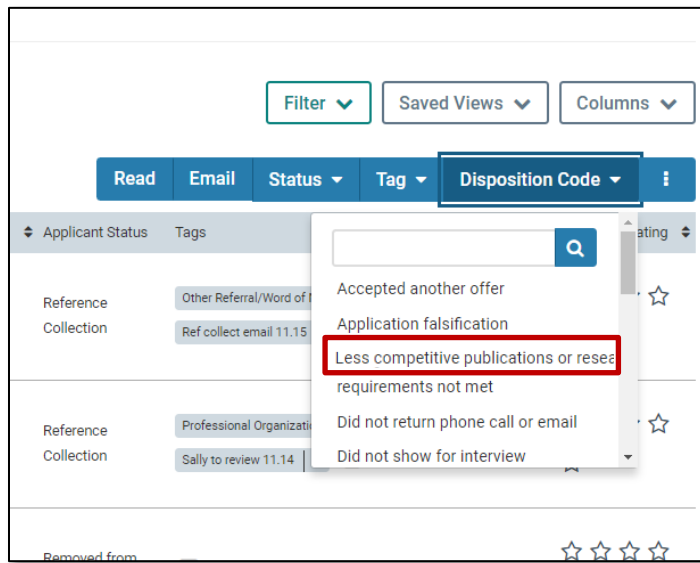3. Click the disposition code from the dropdown menu.
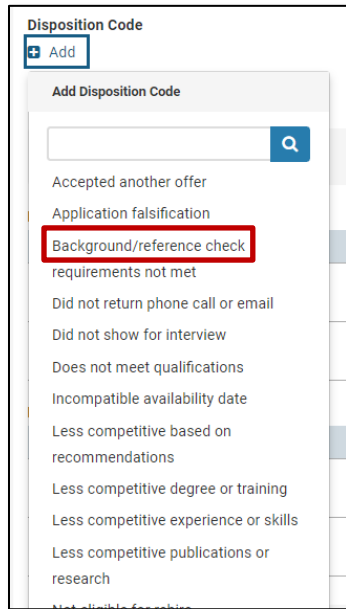
ASSIGNING DISPOSITION TO MULTIPLE APPLICANTS

1. **Select multiple applications** on the applications page as shown below. This will open a menu bar that includes a **Disposition Codes** button.
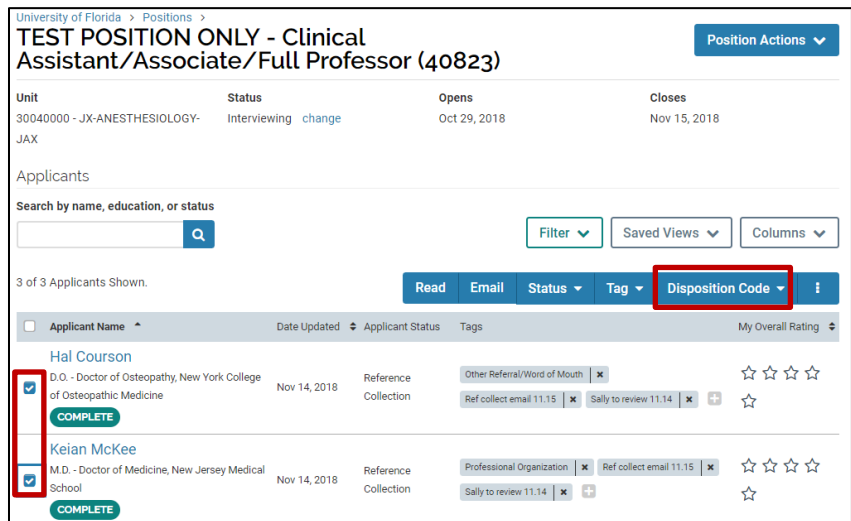
2. Click the **Disposition Codes** button and select the code you want to apply.
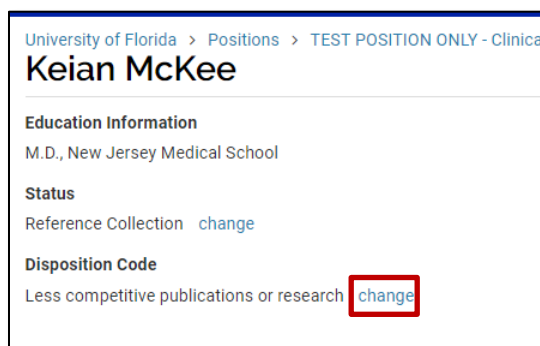

The code will display on the applicant profile page of each user.
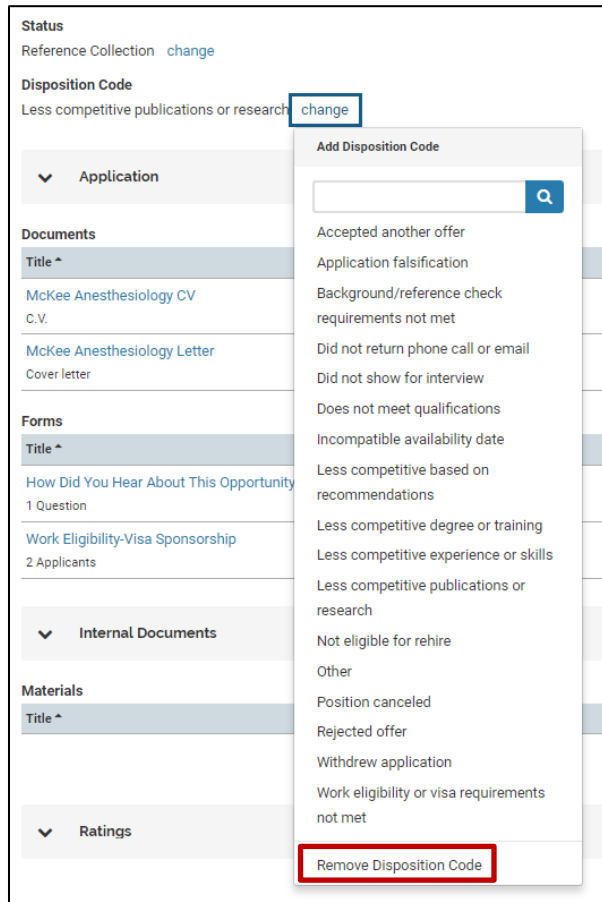

CHANGING & REMOVING DISPOSITION CODES

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

2. Select the appropriate code from the dropdown menu
   a. Note: To remove the disposition code, scroll to the bottom of the list and select **Remove Disposition Code**


NOTE: You can also remove the code from multiple applications at once from the list of applications. On the applications page, select the applications you want to change, click the **Disposition Code** button, and select **Remove Disposition Codes**.
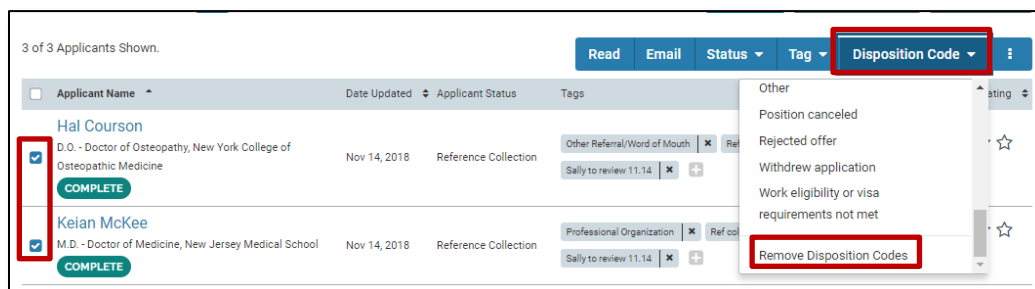
VIEWING DISPOSITION CODES

You can add a column to the applications page to display the disposition codes of applicants.

1. Click the **Columns** button.
2. Check the **Disposition Codes** checkbox.
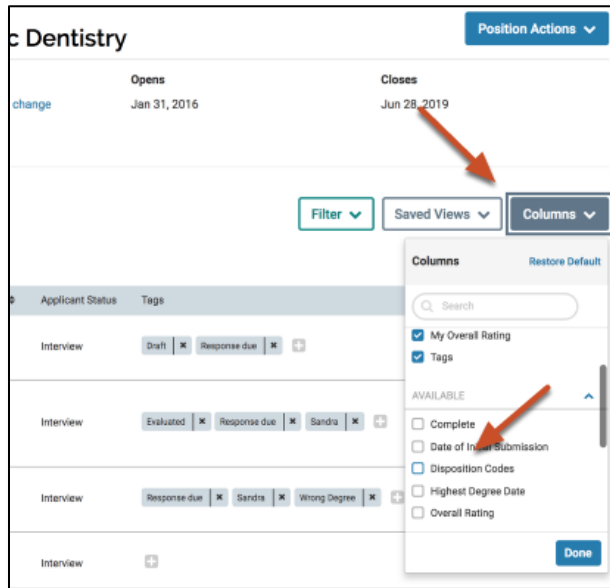
The disposition codes will appear in the table, and the list can be searched and sorted (alphabetically) by disposition codes.
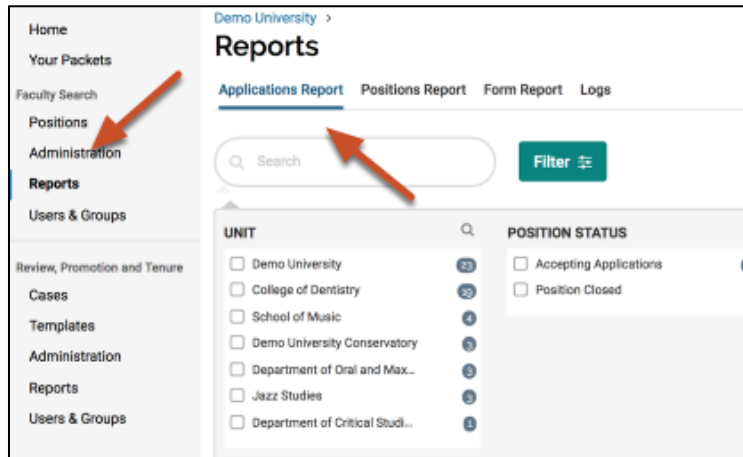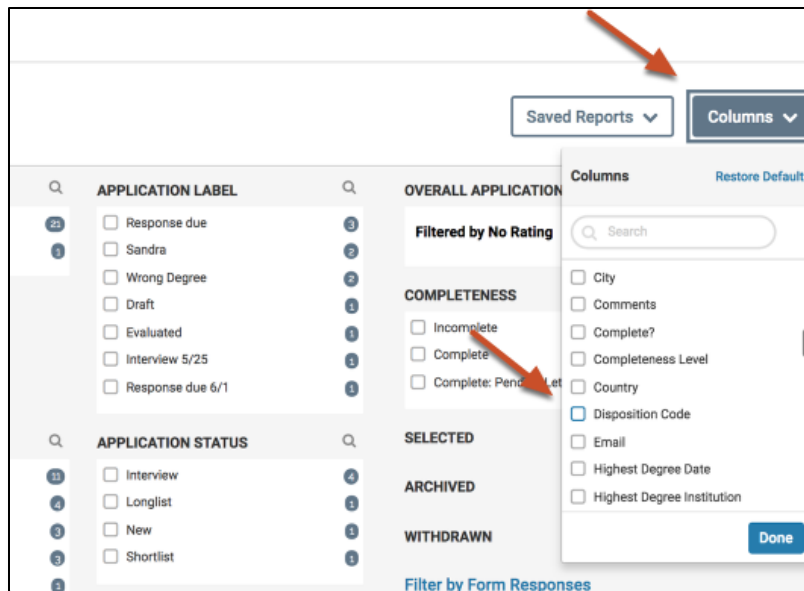
REPORTING ON DISPOSITION CODES

Administrators can create an Applications Report by selecting to add a Disposition Code column for reports on the applications list.
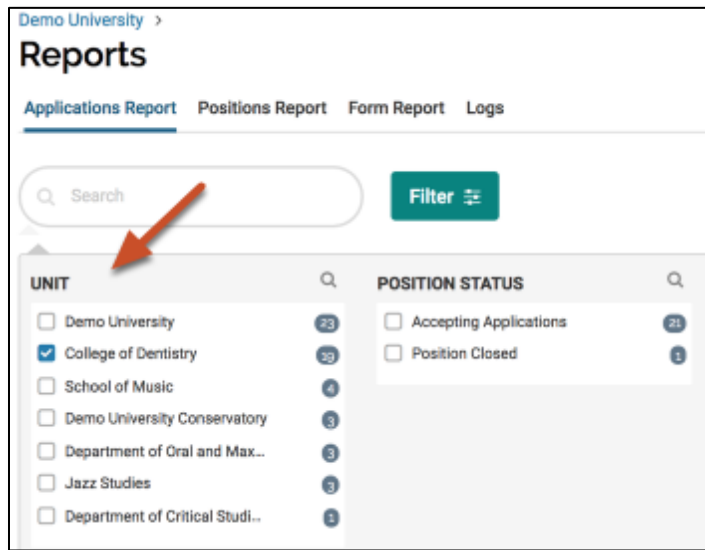
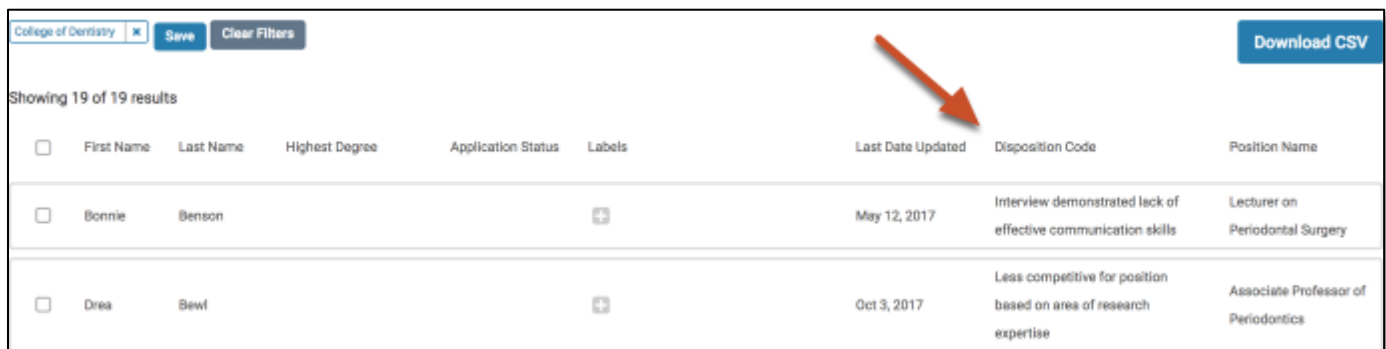1. Open Reports section and make sure you are viewing the **Applications Report** tab.

2. Click the **Columns** button.
3. Check the **Disposition Codes** checkbox.

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4. Choose the unit to report on

Disposition codes will display as a column on the table and in the CSV file of the report.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
UFHR Recruitment & Staffing
(352) 392-2477
Website