# 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
- Click the Nav Bar icon
   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

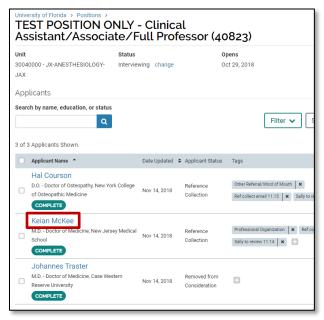
- Position canceled
- Rejected offer
- Withdrew application
- Work eligibility or visa requirements not met

#### 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

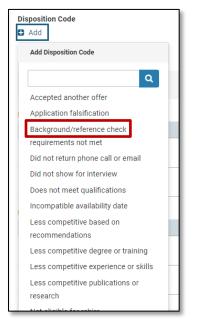


2. Click + Add under the Disposition Code section of the applicant's profile page.





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.

University of Florida > Positions > TEST POSITION ONLY - Clinical Assistant/Associate/Full Professor (40823)							
	itatus hterviewing change		<b>iens</b> t 29, 2018		Closes Nov 15, 2018		
Applicants							
Search by name, education, or status				Filter 🗸 Save	d Views 🗸	Columns 🗸	
3 of 3 Applicants Shown.		Read	Email	Status 👻 Tag 👻	Disposition	n Code 👻 🔋 i	
Applicant Name	Date Updated	Applicant Status	Tags			My Overall Rating 🗢	
Hal Courson D.O Doctor of Osteopathy, New York C of Osteopathic Medicine COMPLETE	ollege Nov 14, 2018	Reference Collection	Other Referra Ref collect er	al/Word of Mouth X mail 11.15 X Sally to review	1.14 🛛 🗶 🖬	☆ ☆ ☆ ☆ ☆	
Keian McKee M.D Doctor of Medicine, New Jersey N School COMPLETE	Medical Nov 14, 2018	Reference Collection	Professional Sally to revie		mail 11.15 🛛 🗙	습습습습 습	



2. Click the Disposition Codes button and select the code you want to apply.

		Filter 🔨	Save	d Views 🗸 🛛 Co	olumns 🗸
Read	Email	Status 🔻	Tag 🔻	Disposition Code	• • •
Applicant Status	Tags			۹	ating
Reference Collection	Other Referr	mail 11.15		lsification ive publications or res	. Ω
Reference Collection	Professional Sally to revie	Organizatio D	equirements id not return id not show	phone call or email	· ☆

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

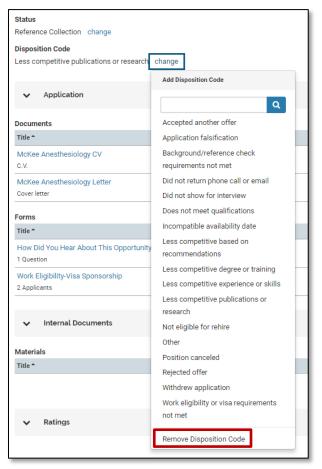
University of Florida > Positions > TEST POSITION ONLY	' - Clinical Assistant/Associate/Full Professor (40823) >
Education Information M.D., New Jersey Medical School	
Status Reference Collection change	
Disposition Code	Tags
Less competitive publications or research change	Professional Organization 🛛 🗙
	Ref collect email 11.15 🛛 🗙 Sally to review 11.14 🖌

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**.

3 of 3	Applicants Shown.			Read	Email	Statu	s 🕶 Tag 🕶	Disposition Co	de 🕶 🚦
	Applicant Name 🔺	Date Updated	Applicant Status	Tags			Other		<sup>▲</sup> ating ≑
	Hal Courson D.O. Doctor of Osteopathy, New York College of Osteopathic Medicine	Nov 14, 2018	Reference Collection	Other Referral/V Sally to review 7		_	Position cance Rejected offer Withdrew appl Work eligibility	ication	·☆
	Keian McKee M.D Doctor of Medicine, New Jersey Medical School COMPLETE	Nov 14, 2018	Reference Collection	Professional Or Sally to review	-	< Ref col	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.



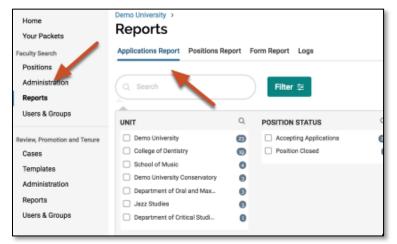
The disposition codes will appear in the table, and the list can be searched and sorted (alphabetically) by disposition codes.

8 of	f 8 Applicants Shown.						
	Applicant Name *	Date Updated	Applicant Status	Tags	Disposition Codes 🗢	My Overall Rating	÷
	Bing Boland	Jan 16, 2018	Interview	Draft 🗶 Response due 🗶	Does not meet department minimum requirements	****	☆
	James Grimm Ph.D Doctor of Philosophy, Demo University COMPLETE	Jan 16, 2018	Interview	Evaluated X Response due X Sandra X	Less competitive based on work history (experience)	****	☆
	Jonas Jones	Jan 16, 2018	Interview	Response due 🗶 Sandra 🗶 Wrong Degree 🗶	Does not meet department minimum requirements	****	¢

#### **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.

			Save	d Reports 🗸
Q	APPLICATION LABEL	Q	OVERALL APPLICATION	Columns Restore Default
8	Response due Sandra Wrong Degree Draft Evaluated Interview 5/25	0 0 0	Filtered by No Rating COMPLETENESS Incomplete Complete	Search     City     Comments     Complete?     Completeness Level
	Response due 6/1	0	Complete: Pend Let	Country Disposition Code
Q	APPLICATION STATUS	Q.	SELECTED	Email
8	Interview Longlist New	0	ARCHIVED	Highest Degree Date     Highest Degree Institution
0	Shortlist	0	Filter by Form Respon	Done



4. Choose the unit to report on

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

Dentistry ×		hers				Download CSV
First Name	Last Name	Highest Degree	Application Status	Labels	Last Date Updated Disposition Code	Position Name
Bonnie	Benson			8	May 12, 2017 Interview demonstrated lack of effective communication skills	Lecturer on Periodontal Surgery
Drea	Bewl				Less competitive for position Oct 3, 2017 based on area of research expertise	Associate Professor of Periodontics

#### 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