

# Talent Tip

Human Capital Services  
Talent Acquisition

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## Disposition Codes

What is a Disposition Code? A Disposition Code is a category used to track why a candidate *is not* selected. This information is used for reporting purposes throughout the year and for annual reports, such as K-State's Affirmative Action Plan.

We encourage departments to disposition candidates when it is determined the individual will not be advancing in the search process. This can be done in the review phase, interview phase, or offer phase. By moving a candidate to an *unsuccessful* status within PageUp, users will be prompted to select a disposition code (*see list of options on the right*).

Once the final candidate has been selected, accepted the offer, and completed the background check, the remaining candidates need to be notified and dispositioned. This allows the candidates not selected to have closure as quickly as possible.

There are several benefits for keeping your candidates informed on their status in the search process.

1. Timely follow-up to ensure an excellent candidate experience
2. Accurate tracking in PageUp
3. Less attention needed at the end of the hiring process
4. Accurate reporting for K-State

All candidates need to be notified if they are no longer being considered in a search. In PageUp there is a template email that will be automatically sent via email when the individual is moved into an unsuccessful status and the disposition code is selected.

For more information on best practices please contact your [Talent Acquisition Strategic Partner](#).

Search Committee Review: Doesn't meet minimum qualifications - Education  
Search Committee Review: Doesn't meet minimum qualifications - Experience  
Search Committee Review: Doesn't meet preferred qualifications - Education  
Search Committee Review: Doesn't meet preferred qualifications - Experience

Applied after Initial Screening  
Applied after offer was extended  
Less Relevant Experience for the position  
Ineligible for Rehire  
Not authorized to work in the United States  
Failed to show for interview  
Interview accepted - Withdrew application from further consideration.  
Reference check requirements not met  
Background check requirements not met  
Unable to contact  
Offer rejected by candidate

Unable to relocate  
Accepted another position at Kansas State University  
Accepted another position with company outside of Kansas State University  
Continuing study  
No response to Invitation for Scheduled Interview  
Withdraw application from further consideration  
Hiring Department Cancelled Recruitment  
Hire paperwork completed - Decided to decline offer  
Hire paperwork completed - No response / NCNS for work  
Staying with current employer  
Personal Reasons