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.