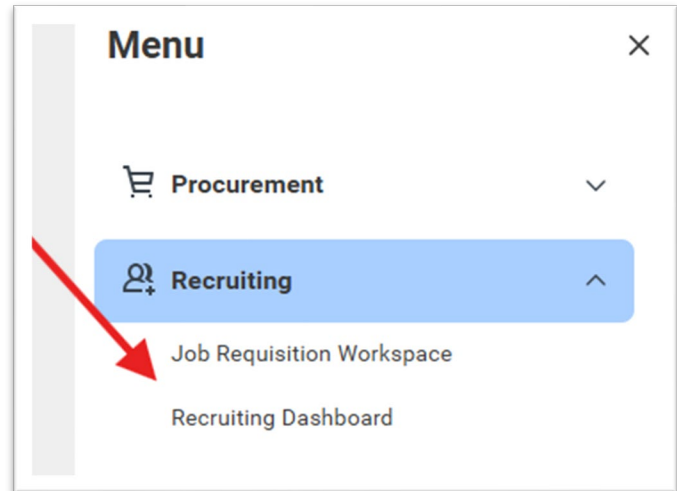


Declining (Dispositioning) Candidates

Once you have filled all the positions in your job requisition and are ready to **finish** your recruitment process, you will need to decline any remaining active candidates who were not offered a job.

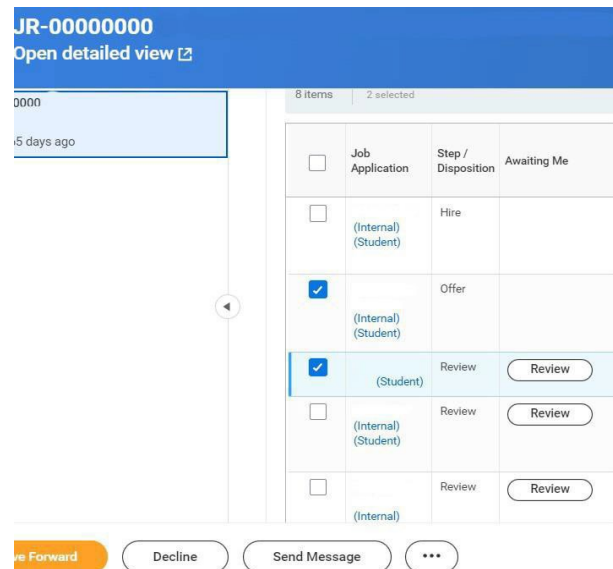
To disposition a candidate, navigate to the Recruiting Dashboard, then select the job requisition that you are declining candidates from.

Job Requisition	Review	Screen
JR-0000000263	54	0



Click on the Candidates tab. This tab will give you an overview of all activate candidates for that job requisition. Select the check box next to the candidates you would like to decline. Then navigate to the bottom of the page, click on Decline. Alternatively, you can decline from the individual candidate profile. Click on the candidate's name to access the profile.

- ☐ Candidate withdrew
- ☐ Change in interest/availability is not a match
- ☐ Declined offer
- ☐ Does not meet job qualifications (send notification)
- ☐ Hired outside of requisition
- ☐ No show for interview (send notification)
- ☐ Not Selected
- ☐ Not Selected (send notification)
- ☐ Requisition canceled
- ☐ Unable to contact candidate (send notification)



In the next screen, select the appropriate disposition reason.

***Note – Reasons with (Send Notification) will send a system generated email at the time you decline a candidate to notify them they are no longer being considered.**

Helpful Resource: [Guide to Notifications to Candidates Not Selected](#)