IMPORTANT: *The hiring authority is required to maintain detailed documentation regarding the use of a disposition code for each applicant/candidate. Notes may be maintained in OMNI or separately and must be kept and retrievable in accordance with Florida Public Records law.*					
Description	**Short Description**	**Stage**	**Explanation for Use**	**Additional Examples of Reasons Under This Disposition**	**Notes**
REVIEW-Candidate Withdrew From Process	**R-CandWith**	Review	Applicant/candidate indicates they are no longer interested in the position prior to the interview phase.	Accepted another position; Not interested in position due to hours, location, salary/benefits, etc.	Document when and how the applicant/candidate indicated no further interest in the position.
REVIEW-Could Not Reach After Multiple Attempts/No Show for Interview	**R-NoShwRch**	Review	Attempted to contact an applicant/candidate multiple times for an interview by their Preferred Contact Method and unable to get a response, or the applicant/candidate did not show for interview.	For example, Applicant/candidate failed to respond to two voicemail messages left on March 1 and March 5, and one email on March 10.	At minimum, contact with applicant/candidate must be attempted at least twice using the preferred contact information provided. The Preferred Contact Method can be found by clicking on the applicant's name from the pool & referring to Pref. Contact field. **NOTE: If you are experiencing difficulty reaching Veterans' Preference and/or Internals in a Bargaining Unit candidates, contact your HR Recruiter for guidance before proceeding.**
REVIEW-Duplicate Applicant	**R-DuplAppl**	Review	Applicant/candidate submitted more than one application for the same job opening. Select this code for any prior application(s) in the same pool. Ensure the most recent application is considered.		NOTE: The applicant/candidate may have the same or a different applicant ID. Use caution with common names. Refer to the application to confirm it is the same individual.
REVIEW-Not As Qualified: Skills	**R-NQSkill**	Review	Applicant/candidate is not as qualified as those selected for an interview where Skills are a better fit. This can include not possessing the department's preferred Skills. *Perferred skills should be noted on the job opening/advertisement.	Applicant/candidate has limited experience with a frequently used computer system; Poor written communication skills as evidenced by resume; Lack of professionalism. Current skill set does not align with or differs from the needs of the job. Performed poorly on skills tests administered at time of application. Failed to produce required documentation, such as a driver's license, if required for position.	The applicants/candidates selected for interview **must** have the Skills that individuals who were not interviewed did not possess. If not qualified in more than one area, Education, Experience, & Skills, pick a disposition code which most clearly applies.
REVIEW-Not As Qualified: Education	**R-NQEdu**	Review	Applicant/candidate is not as qualified as those selected for an interview where Education is a better fit. This can include not possessing the department's preferred Education. *Perferred education should be noted on the job opening/advertisement.	No Degree; Degree/Certification Pending-Not Completed; Degree in-field preferable to degree out of field.	The applicants/candidates selected for interview **must** have the Education that individuals who were not interviewed did not possess. If not qualified in more than one area, Education, Experience, & Skills, pick a disposition code which most clearly applies.
REVIEW-Not As Qualified: Experience	**R-NQExp**	Review	Applicant/candidate is not as qualified as those selected for an interview where Experience is a better fit. This can include not possessing the department's preferred Experience. *Perferred experience should be noted on the job opening/advertisement.	For example, Applicant/Candidate has limited experience in project management – those selected for interview have significant experience in this field.	The applicants/candidates selected for interview **must** have the Experience that individuals who were not interviewed did not possess. If not qualified in more than one area, Education, Experience, & Skills, pick a disposition code which most clearly applies.
REVIEW-JO Pool: Hired in Equivalent Vacancy	**R-PoolHire**	Review	Applicant was hired by the same department/unit for a position with the same qualifications & responsibilities within the last 30 days. Confirm with your HR Recruiter prior to using this code.		
REVIEW-Unsatisfactory Work History	**R-UnsatWrk**	Review	Prior to offering an interview, review of applicant/candidate shows unsatisfactory deficiencies in work history.	Unsatisfactory work history; Current employee with documented attendance or performance issue.	Document job-related areas of deficiency.
REVIEW-No Min Quals (FAC Only)	**R-NoMinQua**	Review	Department has determined that Faculty candidate does not meet the minimum qualifications for the position as advertised.		This code can only be used on Faculty job openings.

Description	Short Description	Stage	Explanation for Use	Additional Examples of Reasons Under This Disposition	Notes
Interview	**060-Intvw**	Interview	This status is generated automatically when the department creates an Interview Evaluation. Once Interview Evaluations are recorded, the department must record a final disposition code on each Applicant/Candidate interviewed, but not selected for hire (see options below). Only the Applicant/Candidate selected for the position should be left in Interview status (the department then submits a job offer on their record at the appropriate time).		It is very important that you create the interview evaluation on the applicant's record first so that the applicant is showing in 060-Intvw status before recording the final disposition code.
INTERVIEW-Candidate Withdrew (Pre-Offer)	**I-CandWith**	Interview	Applicant/candidate indicates they are no longer interested in the position during or after the interview, but before an offer is extended.	Accepted another position; Not interested in position due to hours, location, salary/benefits, etc.	Document when and how the applicant/candidate indicated no further interest in the position. If an offer is made, use the following disposition code instead: **Offer Made-Candidate Withdrew Acceptance of Offer or Refused Offer.**
INTERVIEW-Not As Qualified: Skills	**I-NQSkill**	Interview	The applicant/candidate selected for hire demonstrates Skills which are a better fit for the position.	Candidate selected for hire possesses Skills more directly related to the position, such as computer software, oral or written communication, presentations, etc. Current skill set does not align with or differs from the needs of the job. Candidate performed poorly on skills tests administered at time of interview; Lack of professionalism; exhibited poor customer service skills; Failed to produce required documentation, such as a work portfolio.	If not as qualified in more than one area, Education, Experience, & Skills, pick a disposition code which most closely applies.
INTERVIEW-Not As Qualified: Education	**I-NQEduc**	Interview	The applicant/candidate selected for hire has Education better suited to the position.	Degree/Certification Pending-Not Completed; Degree in-field preferable to degree out of field.	If not as qualified in more than one area, Education, Experience, & Skills, pick a disposition code which most closely applies.
INTERVIEW-Not As Qualified: Experience	**I-NQExp**	Interview	The applicant/candidate selected for hire demonstrates Experience which is a better fit for the position.	For example, Applicant/Candidate has limited experience developing websites, while the applicant/candidate hired has significant experience.	If not as qualified in more than one area, Education, Experience, & Skills, pick a disposition code which most closely applies.
INTERVIEW-Unsatisfactory Work History/References/Background	**I-UnsatWrk**	Interview	During the interview or in a final review prior to extending offer, applicant/candidate review shows unsatisfactory deficiencies in work history/references/background.	Unsatisfactory work history; Unsatisfactory work references; Inconsistencies in application; Failed background check; Current employee with documented attendance or performance issues.	Document job-related areas of deficiency.
INTERVIEW-JO Pool: Hired in Equivalent Vacancy	**I-PoolHire**	Interview	Applicant/Candidate was hired from the Career Pool advertisement (i.e., same title, same job responsibilities, same benefits). Career Pools must be approved through HR and are generally limited to positions in Undergraduate Studies, Public Safety, and Facilities.		This code is for Career Pool advertisements only. (Contact your HR-Recruiter with additional questions on Career Pools.)

Applicant Disposition Matrix

Description	Short Description	Stage	Explanation for Use	Additional Examples of Reasons Under This Disposition	Notes
Offer Made-Offer/Position Canceled by Department	**O-OfrCancl**	Offer	Offer made to applicant/candidate, but was rescinded by the department/unit.		Decision is not the applicant/candidate's choice. Document details of why the offer was withdrawn by department or university.
Offer Made-Candidate Withdrew Acceptance of Offer or Refused Offer	**O-OfrCanWi**	Offer	Applicant/candidate declined offer of employment or accepted offer and then retracted acceptance.		This was not a decision of department or university, but by the applicant/candidate. Document details of when and how applicant/candidate informed the department that they were no longer interested.
Hire	Hire		OMNI generated code indicating the appointment is in HR-Employee Data Management's queue for processing.		HR Use Only
Hired	Hired		OMNI generated code indicating the hire has been fully processed; a record will now display for the employee in Job Data.		HR Use Only

Additional Disposition Codes:					
Applied			OMNI generated code indicating an applicant has applied to an opening; if the pool has closed & been screened by HR, applicants left in applied status are likely duplicates--confirm and code accordingly.		HR Use Only
Linked			OMNI generated code indicating the Recruiter has linked a candidate to a Career Pool.		HR Use Only
Screen			OMNI generated code indicating the Staff (A&P or USPS) candidate has passed the system screening tool. The HR Recruiter will "Route" their record after this stage.		HR Use Only
Screen Reject			OMNI generated code indicating the Staff applicant did not pass the screening tool and is not qualified for the position or eligible for an interview.		HR Use Only
Route			OMNI generated code indicating the Staff applicant has been marked as meeting minimum qualifications and is eligible for an interview. HR only runs the screening tool on Staff positions. Faculty applications are changed from "Applied" to "Route" status directly by the Recruiter; the department must review for minimum qualifications and code accordingly.		HR Use Only