



## Changing Applicant Dispositions

In this topic, you will learn the steps to update disposition codes for applicants in a job opening.

For compliance and reporting purposes, FSU must demonstrate where applicants fall out of consideration for a position. Since audits sometimes occur two to three years following a hiring decision, this will provide a history of the selection process. Disposition codes were created that must be used by departments to document this information for each applicant routed in a job opening for Faculty, A&P and USPS positions. (*Disposition codes are not required for OPS pools.*) Upon screening the pool, your recruiter will provide the department a disposition code spreadsheet (*see sample on last page*) to track the codes during the review process which must be recorded in the system once a top candidate is selected.

**Key Information:**

Job Opening ID

[Applicant Disposition Matrix](#)

OMNI Training Guide: Creating an Interview Evaluation

[Applicant Records Retention Information](#)

Step	Action
1.	Start by going to, <a href="https://my.fsu.edu">https://my.fsu.edu</a> and sign into OMNI with your FSUID and password. Click the <b>HR Icon</b> .




Step	Action
2.	Click <b>Main Menu &gt; Recruiting &gt; Search Job Openings</b> .  Enter the appropriate <b>Job Opening ID</b> number & click <b>Search</b> .


Favorites ▾ Main Menu ▾ > Recruiting ▾ > Search Job Openings

### Search Job Openings

[Recruiting Home](#) | [Create Job Opening](#) | [Search Job Postings](#)

▼ **Search Criteria** 

Job Posting Title

Job Opening ID  


Status  ▾


Most Recent Activity  ▾


Job Opening Type  ▾


Hot Job  ▾

My Association  ▾


Hiring Manager  

Recruiter  

Created By  

Business Unit  

Department

Position Number  

Recruitment Contact  ▾

# OMNI Training Guide

## Changing Applicant Dispositions

Step	Action
3.	Click the Job Opening title link to display the applicant pool.

### Search Job Openings

[Recruiting Home](#) | [Create Job Opening](#) | [Search Job Postings](#)

[Search Criteria](#)

1 Results Found

[Search Results](#)

Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<a href="#">Student Program Coordinator</a>		Open	Standard Requisition	Tallahassee, FL	1	1	196		08/31/2015

[Select All](#) [Deselect All](#) [Group Actions](#)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (220)	Applied (51)	Screen (0)	Route (72)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (97)
-----------	--------------	------------	------------	---------------	-----------	----------	----------	-------------

[Applicants](#)

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Susie Semihole		N	12/08/2015 1:13PM	Employee	031-ScrRej					Other Actions
<input type="checkbox"/>	Lisa Landis		N	01/02/2016 9:30PM	External	010-Appl					Other Actions
<input type="checkbox"/>	William Westcott		N	09/07/2015 3:04PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Regina Renegade		N	09/05/2015 4:54PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Tommy Thagard		N	10/15/2015 2:27PM	Employee	050-Route					Other Actions
<input type="checkbox"/>	Dan Dirac		N	01/22/2016 5:01PM	External	010-Appl					Other Actions
<input type="checkbox"/>	Lucy Langford		N	09/09/2015 11:47PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Hank Howser		N	09/03/2015 10:19AM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Moly Mendenhall		N	10/29/2015 12:11PM	External	050-Route					Other Actions
<input type="checkbox"/>	Sam Strosier		N	12/02/2015 6:21PM	External	050-Route					Other Actions
<input type="checkbox"/>	Dave Dodd		N	11/17/2015 6:22PM	External	050-Route					Other Actions
<input type="checkbox"/>	Amy Askew		N	01/06/2016 7:11PM	External	010-Appl					Other Actions
<input type="checkbox"/>	Dan Degraff		N	09/30/2015 9:17PM	External	050-Route					Other Actions

**OMNI Training Guide**  
*Changing Applicant Dispositions*

<b>NOTE</b>	<p>Once the position closes, your recruiter will process the pool. At this stage applicants will be in the following statuses:</p> <ul style="list-style-type: none"><li>• Route (050-Route): indicates 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.</li><li>• Screen Reject (031-ScrRej): indicates the Staff applicant did not pass the screening tool and is not qualified for the position or eligible for an interview.</li><li>• Applied (020-Appl): at this stage, if the pool has closed &amp; been processed by HR, applicants left in applied status are likely duplicates—confirm and code accordingly.</li></ul> <p><b><u>Do not change applicant disposition codes until the applicants have been routed.</u></b></p> <p><b>NOTE:</b> Your recruiter will also inform you of any applicants who are required to be interviewed based on Veterans' Preference and/or a Collective Bargaining Unit for USPS positions.</p>
-------------	---

# OMNI Training Guide

## Changing Applicant Dispositions

Step	Action
4.	Click the <b>View All</b> link to view all applicants in the pool; if over 100, click the <b>View 100</b> link, and then click the next arrow button to view the additional pages.

The screenshot shows the application pool interface. At the top, there are tabs for 'Activity & Attachments' and 'Details'. Below these are summary statistics for various stages: Screen (0), Route (111), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (109). A blue arrow points to the 'View 100' link. Below the statistics is a navigation bar with 'Personalize', 'Find', 'View 100', and 'Last' (with a right arrow). Below that is a table with columns: Application Date, Type, Disposition, Application, Resume, Route, Print, and Other Actions. A blue arrow points to the 'Last' navigation button.

Step	Action
5.	Once the pool has closed & been screened by your recruiter, duplicate applicants will be in Applied (020-Appl) status.  In this example, we have multiple duplicate applicants to update. As long as the applicants are the same original status, disposition codes can be changed on multiple applicants by checking the boxes next to the applicant names & clicking the Group Actions drop down menu at the bottom of the page.

The screenshot shows a table of applicants. Each row has a checkbox on the left. Blue arrows point to the checkboxes for Lisa Landis, Regina Renegade, and Susie Seminole. The table columns include Name, Disposition, Application Date, Type, Disposition, Application, Resume, Route, Print, and Other Actions. At the bottom of the table, there is a 'Group Actions' dropdown menu with a blue arrow pointing to it. Below the table is a navigation bar with links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Refresh, Add Note, Print Job Opening, and Top of Page.

# OMNI Training Guide

## Changing Applicant Dispositions

Step	Action
6.	Click <b>Group Actions &gt; Recruiting Actions &gt; Change Disposition</b> .

The screenshot shows a table of job opening applications. A dropdown menu is open over the 'Other Actions' column for the application dated 02/20/2016. The menu options are: Manage Interviews, Create Interview Evaluation, Change Disposition (highlighted with a blue arrow), Withdraw Application, View / Edit Application Details, and Print Application Details. Below the table, there are navigation buttons: Search Job Openings, Next, Create New, Clone, Refresh, Add Note, and Print Job Opening. A 'Top of Page' link is also visible.

Step	Action
7.	Click the <b>Change Status To</b> drop down menu. Select ' <b>Rev-Duplicate Applicant</b> ' and click <b>Submit</b> .

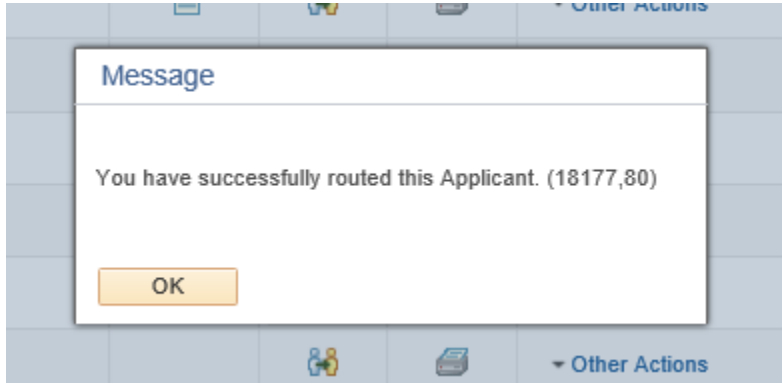
### Route Applicant

The screenshot shows the 'Route Applicant' page. At the top, there are 'Submit' and 'Return' buttons. Below is a table titled 'Applicants to Route' with columns for Applicant ID, Name, and Job Opening. The only applicant listed is Susie Seminole. Underneath is the 'Routing Details' section, which includes a '\*Change Status To' dropdown menu. The dropdown menu is open, showing several options, with 'REV-Duplicate Applicant' highlighted. Other options include REV-Candidate Withdrew, REV-Could Not Reach/No Show, REV-JO Pool: Hired in Equivale, REV-No Min Quats (FAC Only), REV-Not As Qualified: Skills, REV-Not As Qualified: Education, REV-Not As Qualified: Experienc, and REV-Unsat Work History. At the bottom, there are 'Submit' and 'Return' buttons, and a 'Top of Page' link.


## OMNI Training Guide

### Changing Applicant Dispositions

Step	Action
8.	You should receive a success message as indicated below, click <b>OK</b> .



<b>NOTE</b>	When an applicant is in Route status, the only "Change Status To" disposition codes available are REV (review) codes.
-------------	---

Step	Action
9.	In the next several screens, we will cover the steps needed to identify applicants who fell out of consideration at the Review stage. Disposition codes can be changed on individual applicants by clicking the Route icon  for a specific applicant from the <b>Applicants</b> tab of the job opening.

Applicants											
Applicant Search											
Applicant Screening											
Activity & Attachments											
Details											
All (220)	Applied (51)	Screen (0)	Route (72)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (97)			
Applicants <span style="float: right;">Personalize   Find   View 100   First 1-25 of 220   Last</span>											
Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Susie Seminole		N	12/08/2015 1:13PM	Employee	031-ScrRej					Other Actions
<input type="checkbox"/>	Lisa Landis		N	01/02/2016 9:30PM	External	010-Appl					Other Actions
<input type="checkbox"/>	William Westcott		N	09/07/2015 3:04PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Regina Renegade		N	09/05/2015 4:54PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Tommy Thagard		N	10/15/2015 2:27PM	Employee	050-Route					Other Actions
<input type="checkbox"/>	Dan Dirac		N	01/22/2016 5:01PM	External	010-Appl					Other Actions
<input type="checkbox"/>	Lucy Langford		N	09/09/2015 11:47PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Hank Howser		N	09/03/2015 10:19AM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Moly Mendenhall		N	10/29/2015 12:11PM	External	050-Route					Other Actions
<input type="checkbox"/>	Sam Strosier		N	12/02/2015 6:21PM	External	050-Route					Other Actions
<input type="checkbox"/>	Dave Dodd		N	11/17/2015 6:22PM	External	050-Route					Other Actions
<input type="checkbox"/>	Amy Askew		N	01/06/2016 7:11PM	External	010-Appl					Other Actions
<input type="checkbox"/>	Dan Degraff		N	09/30/2015 9:17PM	External	050-Route					Other Actions

## OMNI Training Guide

### Changing Applicant Dispositions

Step	Action
10.	<p>Click the <b>Change Status To</b> drop down menu.</p> <p>For the purpose of this example, we selected <b>REV-Could Not Reach/No Show</b> from the drop down list. This indicates that the department was unable to contact the applicant (after multiple attempts) or the applicant did not show for the interview as scheduled. For additional details and explanations of applicant disposition codes, see <a href="#">Applicant Disposition Matrix</a>.</p> <p>Click the <b>Submit</b> button.</p>

#### Route Applicant

Submit | [Return](#)

**Applicants to Route**

Applicant ID	Name	Job Opening	
	Tommy Thagard		🗑️

**Routing Details** [?](#)

\*Change Status To

- REV-Candidate Withdrew
- REV-Could Not Reach/No Show
- REV-Duplicate Applicant
- REV-JO Pool: Hired in Equivale
- REV-No Min Quals (FAC Only)
- REV-Not As Qualified: Skills
- REV-Not As Qualified: Education
- REV-Not As Qualified: Experienc
- REV-Unsat Work History

Submit | [Return](#) [Top of Page](#)

Step	Action
11.	The selected applicant will now reflect the disposition code: R-NoShwRch.



# OMNI Training Guide

## Changing Applicant Dispositions

Step	Action
12.	Here's another example of updating multiple applicants at the same time. Select the applicants to which the same disposition code applies by checking the boxes next to the applicant names & clicking the <b>Group Actions</b> drop down menu.

<input type="checkbox"/>	Lisa Landis	N	02/22/2016 2:08AM	External	010-AppI					▼ Other Actions
<input type="checkbox"/>	William Wescott	N	10/03/2015 10:58PM	External	050-Route					▼ Other Actions
<input type="checkbox"/>	Dan Dirac	N	09/22/2015 11:02AM	Employee	050-Route					▼ Other Actions
<input type="checkbox"/>	Regina Renegade	N	12/02/2015 3:28AM	External	010-AppI					▼ Other Actions
<input type="checkbox"/>	Lucy Langford	N	09/29/2015 11:11AM	External	031-ScrRej					▼ Other Actions
<input type="checkbox"/>	Moly Mendenhall	N	09/21/2015 4:13PM	External	050-Route					▼ Other Actions
<input type="checkbox"/>	Amy Askew	N	10/17/2015 11:54PM	External	031-ScrRej					▼ Other Actions
<input type="checkbox"/>	Susie Seminole	N	01/04/2016 8:14PM	External	030-Screen					▼ Other Actions
<input type="checkbox"/>	Susie Seminole	N	12/28/2015 8:29PM	External	010-AppI					▼ Other Actions

Select All   Deselect All   ▼ Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Print Job Opening   Top of Page

Step	Action
13.	Select <b>Change Disposition</b> from the drop down menu.

<input type="checkbox"/>	Lisa Landis	N	04/03/2015 11:13AM	External	050-Route					▼ Other Actions
<input type="checkbox"/>	Regina Renegade	N			050-Route					▼ Other Actions
<input checked="" type="checkbox"/>	Dan Dirac	N			050-Route					▼ Other Actions
<input checked="" type="checkbox"/>	Moly Mendenhall	N			050-Route					▼ Other Actions
<input type="checkbox"/>	Lucy Langford	N	04/03/2015 11:13AM	External	050-Route					▼ Other Actions

Select All   Deselect All

Recruiting Actions  
Applicant Actions

Manage Interviews  
Create Interview Evaluation  
Change Disposition  
View / Edit Application Details  
Print Application Details

# OMNI Training Guide

## Changing Applicant Dispositions

Step	Action
14.	<p>Click the <b>Change Status To</b> drop down menu.</p> <p>For the purpose of this example, we selected <b>REV-Not As Qualified:Education</b> from the drop down menu. This indicates that the applicant is not as qualified as those selected for an interview where <u>Education</u> is a better fit.</p>

### Route Applicant

Submit | Return

Applicants to Route			
Applicant ID	Name	Job Opening	
	Dan Dirac		🗑️
	Moly Mendenhall		🗑️

Routing Details ?

\*Change Status To

- REV-Candidate Withdrew
- REV-Could Not Reach/No Show
- REV-Duplicate Applicant
- REV-JO Pool: Hired in Equivale
- REV-No Min Quals (FAC Only)
- REV-Not As Qualified: Skills
- REV-Not As Qualified: Education**
- REV-Not As Qualified: Experienc
- REV-Unsat Work History

Submit | Return
Top of Page

Step	Action
15.	Click the <b>Submit</b> button.

### Route Applicant

Submit | Return

Applicants to Route			
Applicant ID	Name	Job Opening	
	Dan Dirac		🗑️
	Moly Mendenhall		🗑️

Routing Details ?

\*Change Status To REV-Not As Qualified: Education

Submit | Return
Top of Page


# OMNI Training Guide

## Changing Applicant Dispositions

Step	Action
16.	In the next several screens, we will cover the steps needed to identify an applicant who fell out of consideration at the <b>Interview</b> stage.

<b>NOTE</b>	<p>It is very important that you create the interview evaluation on the applicant's record first so that the applicant is <u>showing in 060-Intvw status before recording the final disposition code.</u></p> <p>Reference OMNI Training Guide: Creating an Interview Evaluation</p>
-------------	--

The screenshot shows the 'Applicants' tab in the OMNI system. The top navigation bar includes 'Applicants', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below this is a summary bar with counts for various stages: All (72), Applied (1), Screen (0), Route (35), Interview (1), Offer (0), Hire (0), Hold (0), and Reject (35). The main table lists applicants with columns for Select, Applicant Name, Applicant ID, Vet Pref, Application Date, Type, Disposition, Application, Resume, Route, Print, and Other Actions. The first applicant is William Westcott, with a disposition of 060-Intvw. A blue arrow points to the 'Route' icon in the 'Route' column for this applicant. The bottom navigation bar includes links for Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Refresh, Add Note, Interviews, and Top of Page.

Step	Action
17.	<p>Click the <b>Route</b>  Icon for the selected applicant. Click the <b>Change Status To</b> drop down menu.</p> <p>For the purpose of this example, we selected <b>Int-Not As Qualified:Experienc</b> from the drop down menu. This indicates that the applicant selected for hire demonstrates <u>experience</u> which is a better fit for the position.</p>

### Route Applicant

The screenshot shows the 'Route Applicant' screen. At the top, there are 'Submit' and 'Return' buttons. Below is a table titled 'Applicants to Route' with columns for Applicant ID, Name, and Job Opening. The first applicant is William Westcott. Below this is the 'Routing Details' section, which includes a '\*Change Status To' dropdown menu. The dropdown menu is open, showing a list of status options: Int-Cand Withdrawn (Pre-Offer), Int-JO Pool: Hired in Equivale, Int-Not As Qualified: Skills, Int-Not As Qualified: Education, Int-Not As Qualified: Experienc (highlighted), Int-UnsatWork Hist/Ref/Bckgrmd, Offer Made-Canceled by Dep, Offer Made-CandidateWithdr, and REV-Duplicate Applicant. There are 'Submit' and 'Return' buttons at the bottom of the screen, and a 'Top of Page' link in the bottom right corner.

# OMNI Training Guide

## Changing Applicant Dispositions

Step	Action
18.	Click the <b>Submit</b> button.

### Route Applicant

Submit | Return

**Applicants to Route**

Applicant ID	Name	Job Opening	
	William Westcott		

**Routing Details** ?

\*Change Status To **Int-Not As Qualified Experienc** ▼

Submit | Return Top of Page

Step	Action
19.	In the next several screens, we will cover the steps needed to identify an applicant who was interviewed and received an offer, but fell out of consideration because they withdrew.

Applicants | Applicant Screening | Activity & Attachments | Details

All (72)	Applied (1)	Screen (0)	Route (34)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (36)
----------	-------------	------------	------------	---------------	-----------	----------	----------	-------------

**Applicants** ? Personalize | Find | View All | First 1 of 1 Last

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Tommy Thagard		N	04/09/2015 3:16PM	External	060-Intvw					Other Actions

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | Top of Page

Step	Action
20.	Submit the Interview Evaluation if it has not already been completed. Click the <b>Interview</b> tab from the <b>Applicants</b> page. Click the Route  Icon to change the applicant disposition code.

Applicants | Applicant Screening | Activity & Attachments | Details

All (72)	Applied (1)	Screen (0)	Route (34)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (36)
----------	-------------	------------	------------	---------------	-----------	----------	----------	-------------

**Applicants** ? Personalize | Find | View All | First 1 of 1 Last

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Tommy Thagard		N	04/09/2015 3:16PM	External	060-Intvw					Other Actions

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | Top of Page

## OMNI Training Guide

### Changing Applicant Dispositions

Step	Action
21.	<p>Click the <b>Change Status To</b> drop down menu.</p> <p>Select <b>Offer Made-CandidateWithdr</b> from the drop down menu. This indicates applicant/candidate declined offer of employment or accepted offer and then retracted acceptance (before being hired).</p> <p>Click the <b>Submit</b> button.</p>

#### Route Applicant

Submit
Return

**Applicants to Route**

Applicant ID	Name	Job Opening	
	Tommy Thagard		🗑️

**Routing Details** ?

\*Change Status To

- Int-Cand Withdrew (Pre-Offer)
- Int-JO Pool: Hired in Equivale
- Int-Not As Qualified: Skills
- Int-Not As Qualified: Education
- Int-Not As Qualified: Experienc
- Int-UnsatWork Hist/Ref/Bokgmd
- Offer Made-Canceled by Dep
- Offer Made-CandidateWithdr
- REV-Duplicate Applicant

Submit
Return
Top of Page

<b>NOTE</b>	<p>You <b>must</b> assign a final disposition code to each applicant who was not selected for the position.</p> <p>Once pre-employment checks have been completed, the department will complete the pre-employment checklist and job offer on the applicant selected for the position.</p>
-------------	--

# OMNI Training Guide

## Changing Applicant Dispositions

Sample Disposition Code Tracking Spreadsheet (to be provided by Recruiter)

1	DispCodes Report	SS																		
2	Name	R.CandWith	R.NoShwRch	R.NoMinQua	R.NQEduc	R.NQEExp	R.NQSkill	R.UnsatWk	R.PoolHire	R.DuplApp	I.CandWith	I.NQEduc	I.NQEExp	I.NQSkill	I.UnsatWk	I.PoolHire	070-Offer	O.OtrCancel	O.OtrCanW	
3	Applicant Name																			
4	Applicant Name																			
5	Applicant Name																			
6	Applicant Name																			
7	Applicant Name																			
8	Applicant Name																			
9	Applicant Name																			
10	Applicant Name																			
11	Applicant Name																			
12	Applicant Name																			
13	Applicant Name																			
14	Applicant Name																			
15	Applicant Name																			
16	Applicant Name																			
17	Applicant Name																			
18	Applicant Name																			
19	Applicant Name																			
20	Applicant Name																			
21	Applicant Name																			
22	Applicant Name																			
23	Applicant Name																			
24	Applicant Name																			
25	Applicant Name																			
26	Applicant Name																			
27	Applicant Name																			
28	Applicant Name																			
29	Applicant Name																			
30	Applicant Name																			

**Congratulations!**  
You have completed this topic.

**Questions on this procedure?** Contact your [assigned Employment Recruiter](#).