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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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 <strong>HR Icon</strong>.</td>
</tr>
</tbody>
</table>
2. Click Main Menu > Recruiting > Search Job Openings.

Enter the appropriate Job Opening ID number & click Search.
OMNI Training Guide
Changing Applicant Dispositions

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<tr>
<td>3.</td>
<td>Click the Job Opening title link to display the applicant pool.</td>
</tr>
</tbody>
</table>
Once the position closes, your recruiter will process the pool. At this stage applicants will be in the following statuses:

- **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.

- **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.

- **Applied (020-Appl):** at this stage, if the pool has closed & been processed by HR, applicants left in applied status are likely duplicates—confirm and code accordingly.

**Do not change applicant disposition codes until the applicants have been routed.**

**NOTE:** 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.
### Step 4

**Action**
Click the **View All** link to view all applicants in the pool; if over 100, click the **View 100** link, and then click the next arrow button to view the additional pages.

<table>
<thead>
<tr>
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<th>Action</th>
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<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>View All</strong> link to view all applicants in the pool; if over 100, click the <strong>View 100</strong> link, and then click the next arrow button to view the additional pages.</td>
</tr>
</tbody>
</table>

### Step 5

**Action**
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.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Once the pool has closed &amp; 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 &amp; clicking the Group Actions drop down menu at the bottom of the page.</td>
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## Changing Applicant Dispositions

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<tr>
<td>6.</td>
<td>Click <strong>Group Actions &gt; Recruiting Actions &gt; Change Disposition.</strong></td>
</tr>
</tbody>
</table>

### Step 6 Diagram

![Diagram showing group actions with Change Disposition highlighted.]

### Step 6 Details

- Click **Group Actions > Recruiting Actions > Change Disposition.**

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Interviews</td>
<td>Open interviews management options.</td>
</tr>
<tr>
<td>Create Interview Evaluation</td>
<td>Create evaluation forms for interviews.</td>
</tr>
<tr>
<td>Change Disposition</td>
<td>Change applicant status.</td>
</tr>
<tr>
<td>Withdraw Application</td>
<td>Withdraw application from consideration.</td>
</tr>
<tr>
<td>View / Edit Application Details</td>
<td>View and edit application details.</td>
</tr>
<tr>
<td>Print Application Details</td>
<td>Print application details.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>Change Status To</strong> drop down menu. Select 'Rev-Duplicate Applicant' and click <strong>Submit.</strong></td>
</tr>
</tbody>
</table>

### Step 7 Diagram

![Diagram showing change status to menu with selected option.]

### Step 7 Details

- Click **Group Actions > Applicant Actions.**
- Select **Recruiting Actions > Change Disposition.**
- Click the **Change Status To** drop down menu.
- Select 'Rev-Duplicate Applicant' and click **Submit.**

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### Route Applicant

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>Name</th>
<th>Job Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Applicant ID]</td>
<td>[Name]</td>
<td>[Job Opening]</td>
</tr>
</tbody>
</table>

**Routing Details**

- **Change Status To**
  - Rev-Duplicate Applicant
  - Rev-Not Assembling Candidate
  - Rev-Could Not Reach Candidate
  - Rev-No Hire Intent
  - Rev-No Skills
  - Rev-Not Assembling Education
  - Rev-Not Assembling Experience
  - Rev-Usual Work History

- **Submit**
- **@Return**
### Step 8
You should receive a success message as indicated below, click **OK**.

![Message](image)

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

### Step 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 **Applicants** tab of the job opening.
<table>
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<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>The selected applicant will now reflect the disposition code: R-NoShwRch.</td>
</tr>
</tbody>
</table>

Click the **Change Status To** drop down menu.

For the purpose of this example, we selected **REV-Could Not Reach/No Show** 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 [Applicant Disposition Matrix](#).

Click the **Submit** button.
### Step 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 **Group Actions** drop down menu.

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>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 &amp; clicking the <strong>Group Actions</strong> drop down menu.</td>
</tr>
</tbody>
</table>

### Step 13
Select **Change Disposition** from the drop down menu.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Select Change Disposition from the drop down menu.</td>
</tr>
</tbody>
</table>
### Step | Action
---|---
14. | Click the **Change Status To** drop down menu.

For the purpose of this example, we selected **REV-Not As Qualified:Education** from the drop down menu. This indicates that the applicant is not as qualified as those selected for an interview where **Education** is a better fit.

**Route Applicant**

**Applicants to Route**

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>Name</th>
<th>Job Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dan Direct</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mary Vanderhall</td>
<td></td>
</tr>
</tbody>
</table>

**Routing Details**

*Change Status To*

- REV-Candidate Withdrawn
- REV-Could Not Reach/No Show
- REV-Duplicate Applicant
- REV-JD Post Hired in Emirate
- REV-JD Post Highl (FAC Only)
- REV-Not As Qualified: Skills
- REV-Not As Qualified:Education
- REV-Not As Qualified:Experience
- REV-Overall Work History

15. | Click the **Submit** button.
In the next several screens, we will cover the steps needed to identify an applicant who fell out of consideration at the Interview stage.

**NOTE**

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.

Reference OMNI Training Guide: Creating an Interview Evaluation

Click the Route Icon for the selected applicant. Click the Change Status To drop down menu.

For the purpose of this example, we selected Int-Not As Qualified:Experience from the drop down menu. This indicates that the applicant selected for hire demonstrates experience which is a better fit for the position.
18. Click the **Submit** button.

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.

20. Submit the Interview Evaluation if it has not already been completed. Click the **Interview** tab from the **Applicants** page. Click the Route icon to change the applicant disposition code.
NOTE
You must assign a final disposition code to each applicant who was not selected for the position.

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

Congratulations!
You have completed this topic.

Questions on this procedure? Contact your assigned Employment Recruiter.

Last updated: 8/11/2016