Guidance on Disposition Codes and Reasons of Non-Selection

These are the disposition code options when applicants and candidates are moved to 'Turdown' and 'Withdrawn' status by committees. Selecting the correct disposition code is important for applicant tracking and federal reporting requirements. The information below can also be found on EOC's web page:
https://www.mtu.edu/eo-compliance/equal-opportunity-hiring/afl/

Stage of Process	Disposition Code	When to use the code:	Additional information:	Example reasons of non-selection wording:
Human Resources Pre-Screen	**HRNQ - HR Prescreen, Not Qualified**	*For HR use ONLY* . Does not meet one or more of the listed job qualifications in the required section of the job description.	Human Resources only.	Human Resources only.
Application review stage	**NQ - Reviewed application, does not meet 1 or more required qualifications**	Does not meet _one or more_ of the listed job qualifications in the **required sections** of the job description.	Applicants must meet EVERY qualification in the required sections of the job description to be recommended for interview.	Example: "Applicant does not meet [INSERT QUALIFCATION FROM REQUIRED SECTION] per application materials.
	RN - Reviewed application, meets all required qualifications but not interviewed	Meets every minimum required qualifications, but does not make it to the interview phase because candidates selected for interview meet more of the desired qualifications, or have more experience in the required qualifications of the job description.	Applicants with this code cannot be reconsidered for interview if the group of applicants originally recommended for interview do not result in a hire. If you would still consider interviewing an applicant if no qualified candidate is identified in the first group invited for interview, please see the "Hold - May Still Interview" workflow status option.	Example #1: Applicant has less experience in [INSERT QUALIFICATION(S) FROM REQUIRED SECTION] than applicants recommended for interview. Example #2: Applicant has no experience in [INSERT QUALIFICATION(S) FROM DESIRED SECTION]. All applicants recommended for interview had this desireable experience.
	CW - Considered Withdrew, applicant requested withdraw or did not respond	Applicant tells you they no longer want to be considered for the position OR if after multiple attempts to contact the applicant for an interview you are not able to contact them (these attempts should be tracked and included in the reason of non-selection explanation in PageUP).	Committees should attempt to contact applicants at least two times before considering them as withdrawing from consideration. Using multiple communication methods is also recommended (e.g. phone call and email). Applicants should be given ample time to respond. If the applicant indicates why they are withdrawing from consideration this information should be included in the reason of non-selection in PageUP (e.g. salary too low, did not want to move/relocate, accepted another position, etc).	Example #1: "Applicant informed committee that they wanted to withdraw their application; they did not state a specific reason why they were withdrawing." Example #2: "Applicant turned down interview due to not wanting to relocate to Houghton at this time." Example #3: "Left message for applicant on 8/5 and sent an email on 8/7 inviting them for an interview. Applicant has not responded."
Optional WORKFLOW STATUS: "Hold - May Still Interview"	*This is NOT a disposition code.*	This option can be used when there is a large pool of qualified applicants. This enables you to keep applicants in the pool so they can still be interviewed later if a qualified candidate is not identified in the first round of candidates invited for interviews. **It is not to be used to interview the top applicant only.** Applicants can be moved to this status ONLY if they meet ALL of the qualifications listed in the required sections of the job description.	A reason stating why the applicant is not receiving an interview at this time must be entered in the "Hold - May Still Interview" status window. This reason must state the qualifications from the required or desired sections of the job description the applicant has less of than the applicants moving on to the interview stage. If "Hold - May Still Interview" applicants are not revisited, they must be moved to "Turndown" status when the committee is making a recommendation for hire. These applicants would have the disposition code "RN-Reviewed, Not Hired." The reason of non-selection entered when the applicant was moved into "Hold - May Still Interview" status can be copied and pasted when moving the applicant to "Turndown" status as long as it was reviewed and approved by the EOC office when it was first entered.	Example #1: "Applicant meets the minimum requirements but has less of the [INSERT QUALIFCATION(S) FROM REQUIRED OR DESIRED SECTIONS] than the applicants moving on to the interview stage." Example #2: "Applicant does not have [INSERT QUALIFICATION(S) FROM DESIRED SECTION]. All applicants moving on to the interview stage have this skill in addition to all minimum requirements."

Stage of Process	Disposition Code	When to use the code:	Additional information:	Example reasons of non-selection wording:
Interview Stage	**CNQ - Interviewed, does not meet 1 or more required qualifications**	Determined during interview process OR reference checks that candidate does not meet _one or more_ of the qualifications listed in the **required sections** of the job description.	Candidates must meet EVERY qualification in the required sections of the job description to be recommended for hire.	Example #1: "Candidate does not meet [INSERT QUALIFICATION FROM REQUIRED SECTION] per response to interview question #N." Example #2: "Candidate did not provide enough information during the interview to determine if they met the requirement [INSERT QUALIFICATION(S) FROM REQUIRED SECTION]." Example #3: "Per reference checks, candidate does not meet the requirement [INSERT QUALIFICATION(S) FROM REQUIRED SECTION]."
	CN - Interviewed, meets all required qualifications but not hired	Meets every minimum required qualification listed in the required sections of the job description. The candidate is not moving on to the next round of interviews, or is not being recommended for hire, because the candidates moving on to the next step in the process meet more of the desired qualifications or have more experience in the required and/or desired qualifications of the job description.	Candidates with this code cannot be reconsidered for hire if the candidate recommended for hire declines an offer.	Example: "Applicant meets the minimum required qualifications but has less experience in [INSERT QUALIFICATION(S) FROM REQUIRED OR DESIRED SECTION] than the candidates moving on in the process."
	CF - Considered Finalist, may still consider for hire	Meets every minimum required qualification listed in the required sections of the job description. Candidates that made it to the final steps of the process and are qualified to fill the position.	You can use this code to indicate candidates that you would still consider hiring if the candidate selected for hire declines the offer. In the reason of non-selection you should indicate "(may still consider)," and if the person is your "second choice," "third choice," etc if the selected candidate were to decline your offer. Departments do NOT HAVE to extend offers to candidates coded as 'CF,' but it gives them the option to do so.	Example #1: "(may still consider) This applicant provided less detailed responses to the interview questions about [INSERT QUALIFICATION(S) FROM REQUIRED OR DESIRED SECTION] than the selected candidate." Example #2: "(may still consider) This is our 2nd choice candidate. Applicant met the minimum qualifications, but did not show the same level of [INSERT QUALIFICATION(S) FROM REQUIRED OR DESIRED SECTION] as the top candidate."
	CW - Considered Withdrew, applicant requested withdraw or did not respond	Applicant tells you they no longer want to be considered for the position OR if after multiple attempts to contact the applicant for an interview you are not able to contact them (these attempts should be tracked and included in the reason of non-selection explanation in PageUP).	Committees should attempt to contact applicants at least two times before considering them as withdrawing from consideration. Using multiple communication methods is also recommended (e.g. phone call and email). Applicants should be given ample time to respond. If the applicant indicates why they are withdrawing from consideration this information should be included in the reason of non-selection in PageUP (e.g. salary too low, did not want to move/relocate, accepted another position, etc).	Example #1: "Applicant informed committee that they wanted to withdraw their application; they did not state a specific reason why they were withdrawing." Example #2: "Applicant turned down interview due to not wanting to relocate to Houghton at this time." Example #3: "Left message for applicant on 8/5 and sent an email on 8/7 inviting them for an interview. Applicant has not responded."

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Post-offer stage	**NN - Not Reviewed, application materials never considered**	Staff searches: ***This code is for HR use only***. Staff position search committees should not select this code at any time when moving applicants in workflow. Faculty searches: This code is used for applicants who applied after the application due date listed in the job description. If committees want to review applications received after the application due date they should talk to the Academic HR Employment Representative. If application materials were reviewed by the committee then this code CANNOT be used.	n/a	Example (faculty): "Applicant applied after full consideration date in job description."
	CD - Considered, Declined Job Offer	Use this if you make a job offer to a candidate and they decline the offer.	If a candidate declines, then the committee can return to candidates coded as 'CF - Considered, Finalist' to extend a job offer. If the candidate indicates why they are declining the offer this information should be included in the reason of non-selection in PageUp (e.g. salary too low, did not want to move/relocate, accepted another position, etc).	Example: "Applicant declined job offer due to [e.g. salary too low, did not want to move/relocate, accepted another position, etc]."
Human Resources Background Check	**CBC** **- Considered, Failed Background Check**	*For HR use ONLY*.	Human Resources only.	Human Resources only.