Applicant Tracking and Dispositioning in Career Zone

For additional assistance, please contact the Staff Recruitment Office at staffrec@rit.edu or Faculty Recruitment Office at OFRR@rit.edu
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Why is this necessary?

In addition to the good will that comes from providing applicants with information on their status in the application process, the information provided through applicant tracking is used for government and internal reporting.

We are required to maintain this information.

Timely update of the applicant statuses will also assist YOU in managing large applicant pools.
Applicant Lifecycle

- Candidate Applies—Status is Pending Review and Screening
- Manager/Search Committee Review of Application Materials
- Moves candidate to screen application materials step
- Move candidate to interview status(es)
- Pre-Offer Approval Process (required for faculty)
- Offer Process
- Complete Online Employee Action Form
- Hire Processed in HR system

At any point in the process, the application can be ended and the disposition form completed.
### Applicant statuses should be continuously updated as applicants move through the process

<table>
<thead>
<tr>
<th>Manager/search team sees</th>
<th>Applicant sees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending Review and Screening</strong></td>
<td>• <strong>Application Received</strong> (applicant receives email notification)</td>
</tr>
<tr>
<td><strong>Screen Application Materials</strong></td>
<td>• <strong>Screening</strong></td>
</tr>
<tr>
<td><strong>Interview Statuses</strong></td>
<td>• <strong>Interview</strong></td>
</tr>
<tr>
<td><strong>Pre-Offer Process</strong> Pre-offer form pops up - required for faculty</td>
<td>• <strong>Interview</strong></td>
</tr>
<tr>
<td><strong>Application no longer being considered</strong> Disposition form pops up</td>
<td>• <strong>Application No Longer Being Considered</strong> Applicant will not see the specific reason</td>
</tr>
<tr>
<td><strong>Offer extended, revised, accepted</strong></td>
<td>• <strong>Offer</strong></td>
</tr>
<tr>
<td><strong>Prepare Hire EAF</strong> Select the appropriate online EAF by clicking on the candidate forms icon</td>
<td>• <strong>Offer</strong></td>
</tr>
<tr>
<td><strong>Hire (integrate to HRIS)-HR Use Only</strong></td>
<td>• <strong>Hired</strong></td>
</tr>
</tbody>
</table>

*If the forms do not pop up when an applicant is changed to either Application No longer being considered, Pre-Offer, EAF or Candidate Withdrawal statuses, you must access the form using the forms icon next to the applicant’s name in the candidate results grid.*
Updating Status for a MULTIPLE applicants at one time

- Log in to Career Zone at http://careers.rit.edu/managers (you must have full requisition and applicant management access to disposition applicants. If you do not have the ability to update statuses, and you need it as part of your recruitment responsibilities, send an email request to staffrec@rit.edu)
- Locate your requisition in the “My Open Reqs” panel
- Click on the number of ACTIVE applicants on the requisition to bring up the “Candidate Results” panel (shown below)
Updating Status for a MULTIPLE applicants at one time

In order to update multiple applicants at one time, the selected applicants must be:

- In the same starting status
- Moving to the same ending status
- Have the same disposition reason (if you are moving them to a FINAL disposition)

• Select your applicants by clicking the boxes to the left of their names

• Either click on the status in the applicant status column or go to “Actions-Update Status”
Updating Status for a MULTIPLE applicants at one time

- The “update same status” box will appear (see below)
- If you are final dispositioning a candidate, the status options are “Application No Longer Being Considered”, “Job Cancelled” or “Candidate Withdrawal”
- Deselect any candidates that you do not want included in the update.
- Click on Update or Update and add next
Updating Status for a MULTIPLE applicants at one time

- For all final statuses, a Candidate Disposition Form should pop up.
- Select the disposition reason and click SAVE.
- All of the selected candidates will have a recorded copy of their own Candidate Disposition Form on their Talent Record.

IMPORTANT: If the box for the Disposition Form does not pop up, it is probably because you had your pop-up blocker turned on. You will need to access the form by re-selecting your candidates, then clicking on ACTIONS-Add Forms and selecting the Candidate Disposition Form. This can be done for multiple applicants at one time.
My Form Didn’t Pop Up! Now what???
Adding the Candidate Disposition Form to Multiple Applicants without pop-up

• Go back to your “My Open Reqs Panel”,
• Locate your req and click on the number for either Active or Total Applicants
• Select the applicant names
• Then select “ACTIONS-Add Form” and select the Form Name
• Complete the form
Adding or Re-accessing a candidate form for a SINGLE candidate

• Go back to your “My Open Reqs Panel”,
• Locate your req and click on the number for either Active or Total Applicants
• Click on the FORMS icon next to your candidate’s name
Adding or Re-accessing a candidate form for a SINGLE candidate (continued)

• The forms screen will open
• Click in the dropdown at the top of the screen which lists the candidate forms, select your form and click “ADD FORM”
• Complete the form and save or save and send for approval (for forms with workflow)

1. The forms shown on the candidate forms screen are either forms that the candidate completed through the Talent Gateway, or forms that were completed for the applicant via your panel. You will only see forms that are related to searches for which you have access to view (through your “MY” relationship with the requisition).
2. Not all forms are viewable by every user type (for example, only recruiters can view the EEO/Veteran’s information form detail.)
3. Also, some forms are only viewable by the form initiator and recruiters for security purposes (such as in the case of the New Hire EAF and Pre-Offer Approval Forms.)
UNDOING an Applicant Status

• If you accidentally update the applicant to a wrong status, you can return to the update status action and select “UNDO STATUS” (HR Status Update Box—Advanced Options-Undo Status).
Communicating with your applicants

Depending upon your business unit’s requirements, you may send the rejected applicants an email communication using one of the Communication email templates (see the full user guide for additional information on applicant communications).


As a courtesy to internal candidates, they should all receive some form of communication if they apply to one of your positions.