

JOB SEEKER/APPLICANT TRACKING DISPOSITION CODES

NOT CONSIDERED

- 01 NC – Didn't follow rule for submission/Incomplete Application
- 02 NC – Not legal to hire
- 03 NC – Application/resume cannot be read
- 04 NC – Not considered – sufficient numbers of applicants already in process or job filled prior to review
- 05 NC – Not considered – chose internal applicant before reviewing any external job seekers
- 06 NC – Withdrew Prior to Interview Explicit (**person stated he/she was no longer interested**)
- 07 NC – Withdrew Prior to Interview Implicit (**person never returned call or email – at least two attempts to call or email must be made before using this disposition code; also be sure to document attempts to contact**)
- 08 NC – Withdrew – No meeting of minds re shift, schedule or start date
- 09 NC – Withdrew – No meeting of minds re other terms and conditions of job

MINIMUM QUALIFICATIONS NOT MET

- 11 QNM – Does not meet minimum qualification – license/certification
- 12 QNM – Does not meet minimum qualification – education
- 13 QNM – Does not meet minimum qualification – degree in field
- 14 QNM – Does not meet minimum qualification – experience/amount
- 15 QNM – Does not meet minimum qualification – experience/relevant
- 16 QNM – Does not meet minimum qualification – second language fluency
- 17 QNM – Does not meet minimum qualification – job related felony conviction
- 18 QNM – Does not meet minimum qualification – job related drug offense

REJECTED AND NOT INTERVIEWED

- 20 RNI – Not eligible for re-hire (former employee)
- 21 RNI – Current employee: performance or attendance issue
- 22 RNI – Abuse of application process
- 23 RNI – No prior work history
- 24 RNI – Unsatisfactory prior work history
- 25 RNI- Experiences/skills do not demonstrate a match for job sought
- 26 RNI – Not as qualified: education
- 27 RNI – Not as qualified: experience
- 28 RNI – Not as qualified: skills
- 29 RNI – States cannot perform one or more essential functions with or without a reasonable accommodation
- 30 RNI – Could not demonstrate ability to lift ___ pounds (job qualifications must specify required amount to lift)
- 31 RNI- No established scholarly reputation
- 32 RNI- Area of specialization overlaps others in department
- 33 RNI- Publications inadequate

INTERVIEW – REJECTED

- 40 IR – Interviewed: failed to confirm qualifications on application
- 41 IR – Interviewed: interpersonal or communication skills
- 42 IR – Interviewed: unprofessional dress/demeanor
- 43 IR – Interviewed: not best match for job/work unit
- 44 IR – Interviewed: lacks sufficient interest/commitment to job sought
- 45 IR – Interviewed: not a good institutional fit
- 46 IR – Interviewed: another applicant was preferred

TELEPHONE INTERVIEW – REJECTED

- 50 TIR – Telephone interview: failed to confirm qualifications on application
- 51 TIR – Telephone interview: interpersonal or communication skills
- 52 TIR – Telephone interview: unprofessional demeanor
- 53 TIR – Telephone interview: not best match for job/work unit
- 54 TIR – Telephone interview: lacks sufficient interest/commitment to job sought
- 55 TIR – Telephone interview: not a good institutional fit
- 56 TIR – Telephone interview: not conversant in the English Language

OFF CAMPUS INTERVIEW – REJECTED

- 60 OIR – Offsite interview: failed to confirm qualifications on application
- 61 OIR – Offsite interview: interpersonal or communication skills
- 62 OIR – Offsite interview: unprofessional dress/demeanor
- 63 OIR – Offsite interview: not best match for job/work unit
- 64 OIR – Offsite interview: lacks sufficient interest/commitment to job sought
- 65 OIR – Offsite interview: not a good institutional fit

SEARCH COMMITTEE INTERVIEW – REJECTED

- 70 SCR – Committee interview: failed to confirm qualifications on application
- 71 SCR – Committee interview: interpersonal or communication skills
- 72 SCR – Committee interview: unprofessional dress/demeanor
- 73 SCR – Committee interview: not best match for job/work unit
- 74 SCR – Committee interview: lacks sufficient interest/commitment to job sought
- 75 SCR – Committee interview: not a good institutional fit
- 76 SCR – Committee interview: did not meet instructional fluency requirement

ACADEMIC ADMINISTRATION INTERVIEW-REJECTED

77 AAIR – Academic Administration Interview: not as appropriate for program or University mission as other committee recommendation

78 AAIR – Academic Administration Interview: not as appropriate or as broadly qualified as other committee recommendations

REJECTED – OFFER PENDING/OFFER MADE

- 80 RO – Unable to confirm work experience/references
- 81 RO – Unsatisfactory work references
- 82 RO – Failed criminal background check

83 RO – Falsified application/resume

84 RO – Failed to produce required documentation, license, or transcript

WITHDREW AFTER INTERVIEW

90 WI – Withdrew after telephone interview

91 WI – Withdrew after off-campus interview

92 WI – Withdrew after search committee interview

93 WI – Withdrew after interview – Applicant no longer interested

SELECTED – NOT HIRED/NOT RE-ASSIGNED

94 SNH – Declined job offer

95 SNH – Selected, but did not show for first day of work

96 SNH – Selected, but unsatisfactory I-9 documentation

HIRED/ASSIGNED

97 H - Selected and Assigned

98 H – Contract Signed (Faculty)

99 H – Current Employee Re-assigned