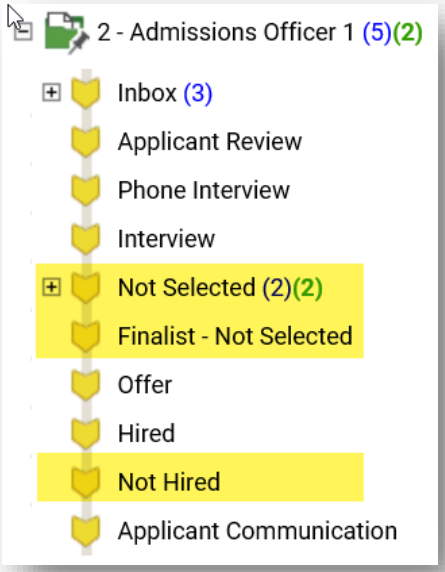
How to Disposition Candidates

The following guide is intended for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) to disposition candidates that are not hired.

All candidates not hired for a job must be moved to either the **Not Selected**, **Finalist – Not Selected**, or **Not Hired** folder and assigned a **Disposition Reason** explaining why they weren't selected.

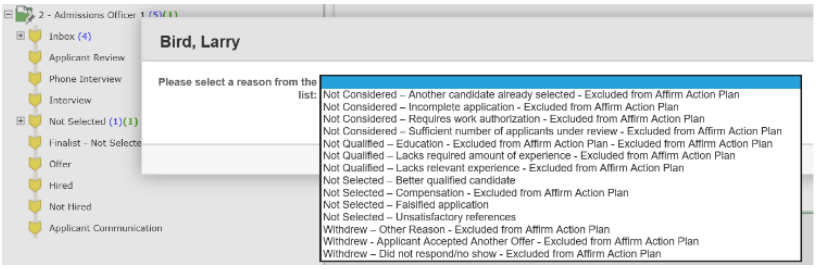
1. Drag the candidate that you are not hiring to one of the following folders highlighted below.



Folder	When to Use
Not Hired	For candidates who received an offer but who were not hired.
Finalist - Not Selected	For very strong candidates who did not receive an offer but should be recruited for similar positions. NOTE: The disposition reason of "Finalist – Not Selected" is automatically chosen for this folder. *Note: If a very strong candidate withdrew before receiving an offer, use Not Selected instead.*
Not Selected	For all other candidates (**Most commonly used folder)**. Includes those who were not considered, those who withdrew before receiving an offer, and those who did not make it to the finalist stage.

2. A pop-up window will appear when you drag your candidate(s) to one of the three folders above. Choose the most appropriate disposition reason. See the next page for help with determining the most appropriate disposition reason. Click "OK" when done.
   NOTE: Disposition reasons were updated in April 2021.

   Some candidates must be excluded from affirmative action reporting, according to government regulations. Examples of why they're excluded include that they lack relevant experience, they withdrew from the process without having received an offer, or so many applications were received that theirs wasn't even reviewed. If the disposition reason you select is appended with "Excluded from Affirm Action Plan", that candidate will not be counted in your area's Affirmative Action analysis. Please select disposition reasons carefully.



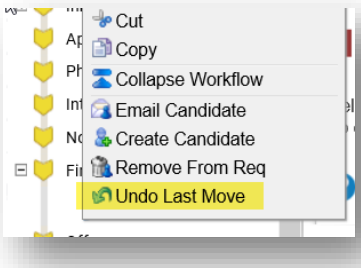
According to the Office of Federal Contract Compliance Programs (OFCCP), to be included in Affirmative Action reporting, a candidate must express interest in, be considered, and possess basic qualifications for the position and not withdraw from consideration before receiving an offer. More information is available on the US Department of Labor's website, found here.

Use the following Reason Categories to help choose the most appropriate Disposition Reason.

Reason Category	When to Use
Not Considered	The candidate's application was not reviewed
Not Qualified	The candidate doesn't meet the minimum qualifications a*s detailed in the job description*
Not Selected	The candidate met minimum qualifications, but was not chosen for the job
Withdrew	The candidate chose not to pursue the job (and had not yet received an offer)
Offer Declined *(Not Hired folder only)*	Candidate was made an offer (verbal and/or written) but did not accept

All non-hired candidates **must be** dispositioned before the requisition is filled. If not, system-generated emails will be sent to the primary hiring manager of any filled requisition(s) that contain non-dispositioned candidates. The emails will be repeatedly sent until all candidates are dispositioned.

IMPORTANT NOTE: If the incorrect disposition reason was chosen, right click the candidate's name and choose **Undo Last Move** from the menu. This will move the candidate back to the previous folder where you can disposition the candidate again. (The "Undo Last Move" is candidate-specific, can be applied to any candidate and can be used multiple times to move a candidate back through all of their previous steps.)



3. You can anonymously notify candidates via email that they were not selected.
   See *6 - Notify Dispositioned Candidates* (found at https://hr.mit.edu/managers/hiring/ats).

Get Help

More information	https://hr.mit.edu/managers/hiring/ats
Applicant Tracking System Tech Support	ATS-Help@mit.edu
Staffing Assistance	talentacquisition@mit.edu