Applicant Status and Disposition Codes

HR Newscast - September 2023
Why Accurate Applicant Statuses and Disposition Codes are Essential

• Office of Federal Contract Compliance Programs (OFCCP) - Department of Labor
  • Applicant statuses and disposition codes are the backbone of the Affirmative Action Plan (AAP)
  • Inaccurate dispositioning can lead to bad audit results, such as conciliation agreements, fines, loss of federal grants and/or lawsuits

• University Dashboards
  • Recruitment and hiring data is shared with campus leadership, deans, vice chancellors, EEO officers and vice chairs
  • Inaccurate data in cornerstone, will lead to inaccurate data in campus dashboards
Statuses vs. Dispositions

• Status
  • The current state of the applicant while the requisition is open
  • Some options vary depending on employee group
  • All candidates must eventually be moved to the **Closed/Dispositioned** status or **Hired** status before the requisition is closed

• Disposition
  • Final status that explains where they dropped out of the hiring process
  • This is selected when you move a candidate to **Closed/Dispositioned** status
  • Essential for accurate affirmative action plan data
IHR Use Only

• Many statuses and dispositions are for Illinois HR use only
• These statuses and dispositions should not be used by departments or colleges
IHR Use Only - Statuses

- CS-Load Applicant Data
- CS Exam-Request Validation
- CS Exam-Qualifications Under Review
- CS Exam-Meets Qualifications
- CS Exam-Request Denied
- CS Exam-Credentials Ready to Score
- CS Exam-Credential Score Transferred
- CS Exam-Ready to Schedule
- CS Exam-Scheduled
- CS Exam-Ready to Score PRMS
- CS Exam-Scored
- CS Exam-On Register
- CS-Finalize Register
- CS-Ready for Referral
- CS-Refereed
- CS Exam-No Show
- CS Exam-Withdrawn
- CS Referral #1
- CS Referral #2
- CS Referral #3
IHR Use Only - Dispositions

- CS Exam Cancel, No Show, Reschedule Limit Reached
- CS Exam Cancelled by HR – No Penalty
- CS Exam For Position Already In Progress
- CS Exam Taken Limit Reached
- Meets minimum qualifications - not referred
- Did not confirm qualifications on application
- Moved to another requisition
- Background check only
- System update
- Workshop attended – Virtual
- Workshop attended – In Person
- Failed Pre-Screening
- Not Eligible for Rehire
- Closed as Duplicate
Civil Service – Closed/Disposition Codes

**Before the referral**
- IHR uses **status** codes to move applicants through credential review process
- The hiring unit should not be assigning any codes before receiving a referral

**After the referral** - the hiring unit can use the following **disposition** codes for referrals
- No response
- No show
- Declined interview
- **Not hired: Semi-finalist**
- **Not hired: Finalist**
- Declined offer

**Other codes – less commonly used**
- Voluntary withdrawal *(see slide 14)*
- Search closed without hire *(see slides 17-18)*
Select the “Closed/Dispositioned” status to open a new drop-down menu with the list of disposition code options.
Appointment Form – Civil Service

Before submitting the Hire from Search appointment form

- The unit must **close/disposition every referred applicant** who is not being hired, using one of the dispositions from slide 7 (For proposed appointee statuses see slide 15)

- Anyone who is interviewed and whose non-selection reason is documented on the Appointment Form should be assigned one of the following disposition codes:
  - Not hired: Semi-finalist
  - Not hired: Finalist

- Candidates with status **CS-Ready for Referral** will be closed/dispositioned by OAE

- Form must be fully approved before a written offer is made
AP & Faculty – Closed/Disposition Codes

Applicants **not** selected for interview
- Did not confirm qualifications on application
- Lacks min education requirements
- Lacks min qualifications experience/skills
- Lacks min training, licenses, certifications
- Lacks preferred educational qualifications
- Lacks preferred qualifications experience/skills
- Lacks preferred training/licenses/certifications
- Late submission
- Missing documents/incomplete application

Applicants **selected** for interview
- No response
- No show
- Declined interview
- **Not hired: Semi-finalist**
- **Not hired: Finalist**
- Declined offer

Other codes – less commonly used
- Voluntary withdrawal *(see slide 14)*
- Search closed without hire *(see slides 17-18)*
Select the “Closed/Dispositioned” status to open a new drop-down menu with the list of disposition code options.

Please note the statuses “Semi-Finalist” and “Finalist” are optional and temporary, and will open the Cornerstone interview functionality if used.

When the department is ready to submit the hire from search form, the dispositions “Not hired: Semi-finalist” and “Not hired: Finalist” must be used to designate everyone who was interviewed and not hired.
Appointment Form – AP and Faculty

Before submitting the Hire from Search appointment form

• The unit must **close/disposition every applicant** who is not being hired, using one of the disposition from slide 10 (For proposed appointee statuses see slide 15)

• Anyone who is interviewed and whose non-selection reason is documented on the Appointment Form should be assigned one of the following disposition codes:
  • Not hired: Semi-finalist
  • Not hired: Finalist

• Form must be fully approved before a written offer is made
Finalists and Semi-Finalists

• Use the “Not hired: Finalist” disposition for the last round of interviews
• For any interviews occurring prior to the last round, use “Not hired: Semi-finalist”
• Includes all interview types such as email, screening, phone, video, in-person, etc.
  • If only asking about salary expectations, it is not considered an interview
• If someone is interviewed, do not change the disposition code to explain the reason for non-selection
  • Reason for non-selection should be noted on the Hire from Search appointment form
Applicant Withdrawal

Can be completed two ways:

• **Preferred/Encouraged Method**: Applicant logs into their Cornerstone account and withdraws their own application

• **Optional**: If the applicant requests, the hiring unit can change the applicant disposition code to Voluntary Withdrawal
  
  • Please note that Cornerstone will automatically send an email to the applicant if this disposition is assigned
Proposed Appointee Statuses

- After the appointment form is fully approved, using the **Offer Letter** status is optional (it gives you the ability to send offers through Cornerstone).

- Once offer is accepted, unit changes the appointee’s status to **Background Check**.

- Once complete, IHR will update status to **Background Check Complete**.

- Unit must log back into Cornerstone and assign the **Hired** status code to the individual they hired:
  - Imperative step for AAP data and accurate reporting to campus and college leadership.
Closing the Requisition (with a hire)

• When the total number of **Hired** applicants, matches the number of openings*, the requisition will automatically be closed in Cornerstone

* Found in “General” tab of Cornerstone requisition
Close Without a Hire – Disposition Code

• If you close a search without a hire, **every applicant** must be closed and dispositioned as **Search closed without hire**
Close Without a Hire – Requisition

• Someone who has access to edit the requisition would need to change the requisition status to **Closed**
  • The field can be found on the first page of the requisition at the bottom
  • After changing the status to closed, click Submit
  • **CAUTION: this cannot be undone!**
  • Only close the requisition if you are sure there will be no future hires

• For questions about closing a requisition, please consult Illinois HR
Resources

- Cornerstone job aids
  - Applicant statuses and dispositions job aid
  - Hire from search appointment form job aid
- Search process toolkit
- OAE trainings
Contact Information

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Thank You!