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-Referred
- 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- CS Exam-Withdrawn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*)
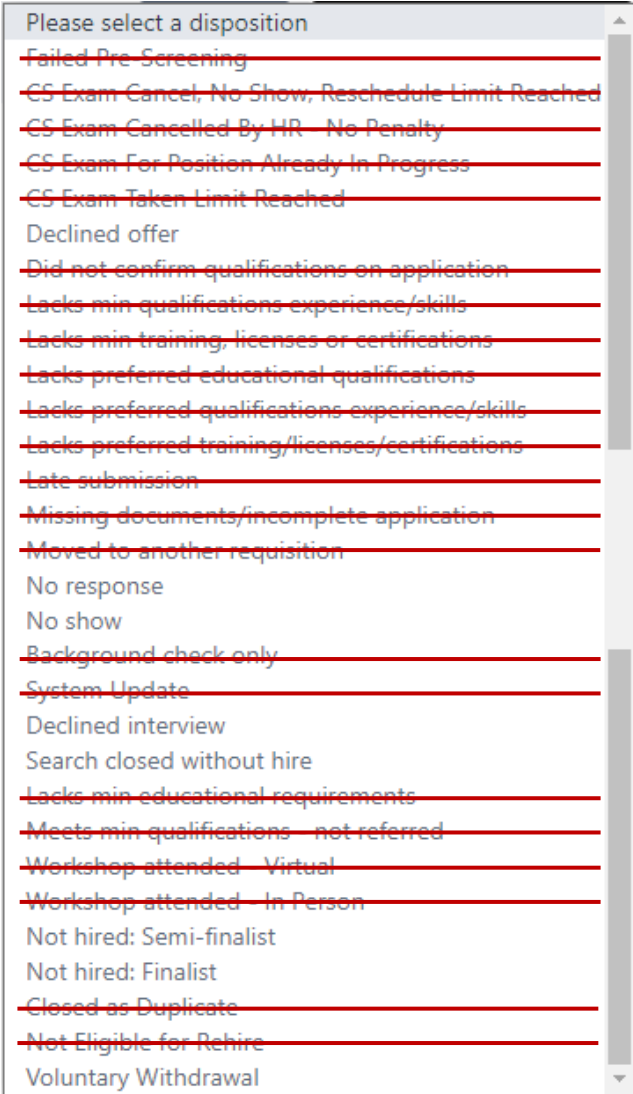- Search closed without hire *(see slides 17-18)*

Civil Service
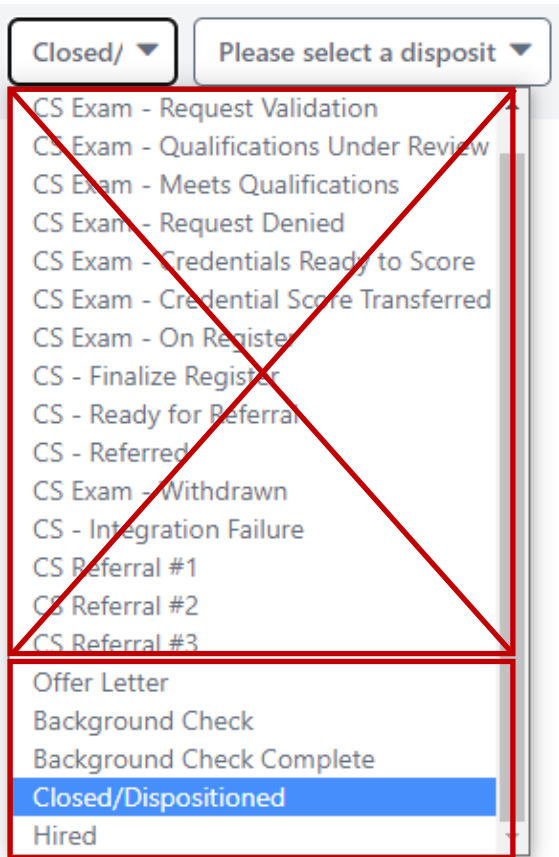
Select the "Closed/Dispositioned" **status** to open a new drop-down menu with the list of **disposition** code options

Status Codes

Disposition Codes

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 <u>not</u> 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 <u>selected</u> 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)*

AP/Faculty/Academic

Status Codes

Closed/ ▼ | Please select a disposit ▼

- Application Submitted
- Semi-Finalist (screening/phone interviews/etc)
- Finalist and/or On-Campus Interview
- Offer Letter
- Background Check
- Background Check Complete
- **Closed/Dispositioned**
- Hired

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

Disposition Codes

Please select a disposition
~~Failed Pre-Screening~~
~~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~~
Declined offer
Did not confirm qualifications on application
Lacks min qualifications experience/skills
Lacks min training, licenses or certifications
Lacks preferred educational qualifications
Lacks preferred qualifications experience/skills
Lacks preferred training/licenses/certifications
Late submission
Missing documents/incomplete application
~~Moved to another requisition~~
No response
No show
~~Background check only~~
~~System Update~~
Declined interview
Search closed without hire
Lacks min educational requirements
~~Meets min qualifications - not referred~~
~~Workshop attended - Virtual~~
~~Workshop attended - In Person~~
Not hired: Semi-finalist
Not hired: Finalist
~~Closed as Duplicate~~
~~Not Eligible for Rehire~~
Voluntary Withdrawal

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
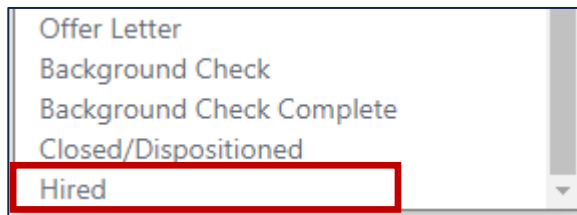
Proposed Appointee Statuses

- 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**

Offer Letter
Background Check
Background Check Complete
Closed/Dispositioned
Hired
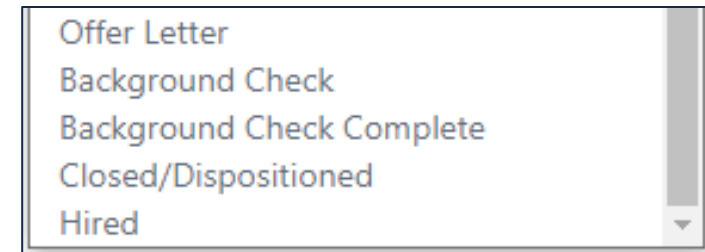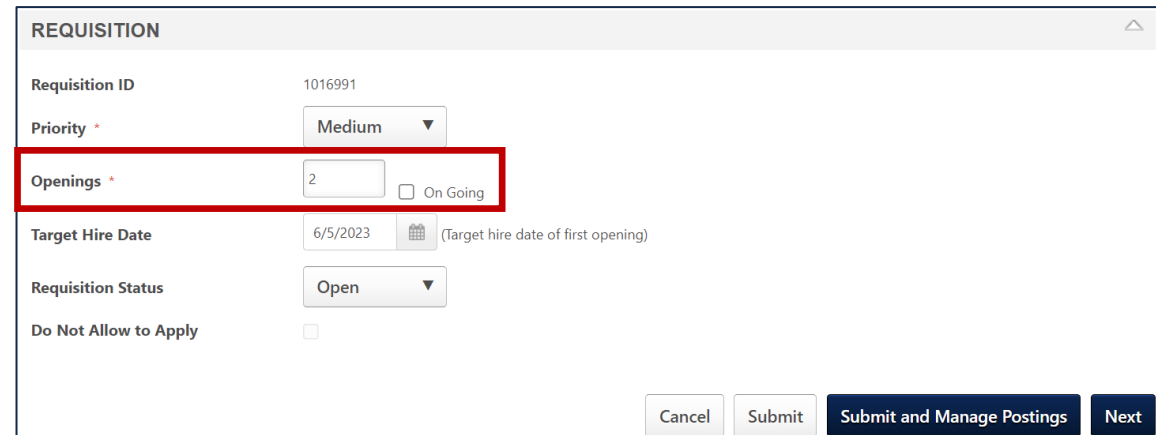
Closing the Requisition (with a hire)

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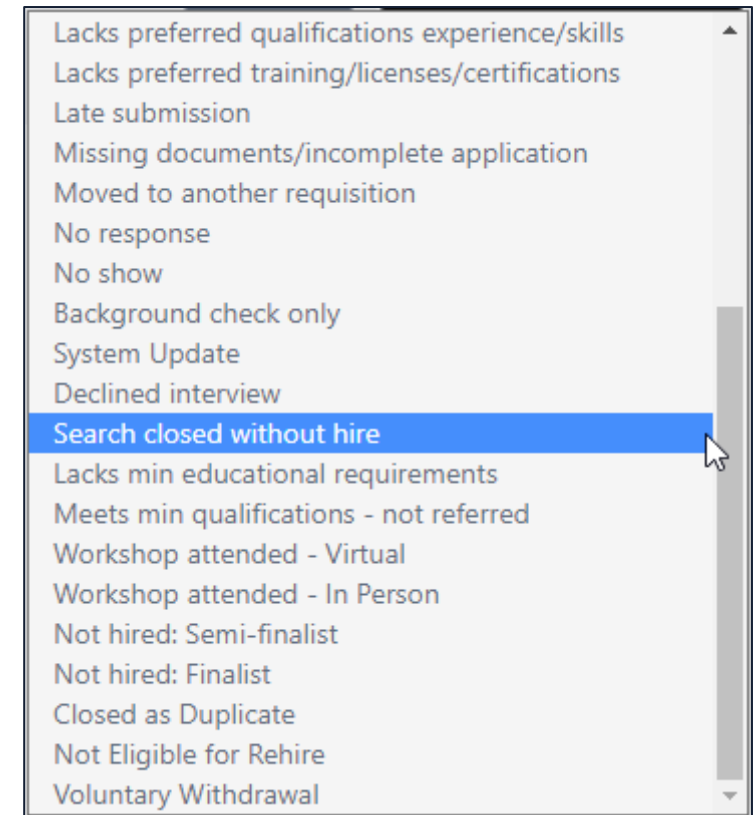

* Found in "General" tab of Cornerstone requisition

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**
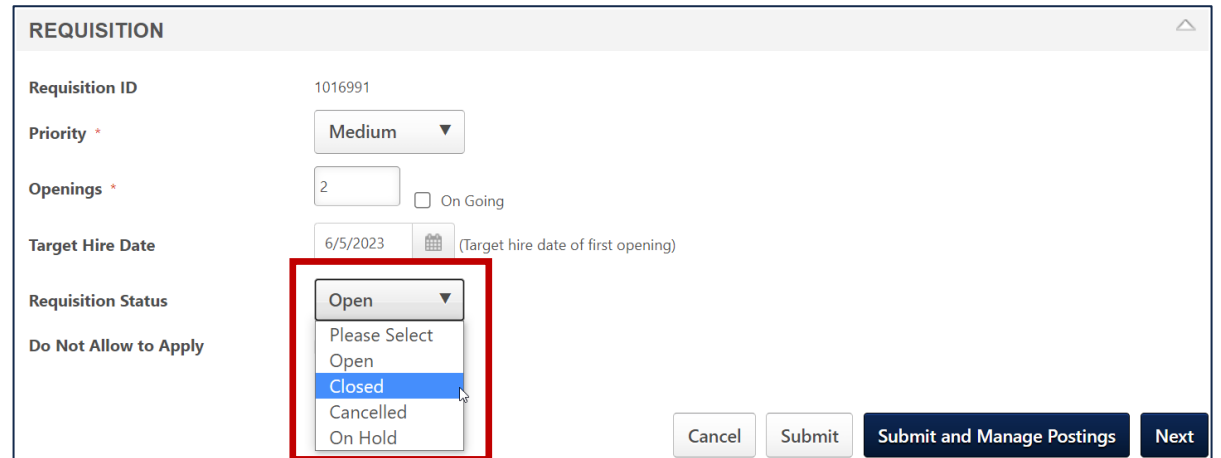
Status Codes

Offer Letter
Background Check
Background Check Complete
Closed/Dispositioned
Hired

Disposition Codes

Lacks preferred qualifications experience/skills
Lacks preferred training/licenses/certifications
Late submission
Missing documents/incomplete application
Moved to another requisition
No response
No show
Background check only
System Update
Declined interview
Search closed without hire
Lacks min educational requirements
Meets min qualifications - not referred
Workshop attended - Virtual
Workshop attended - In Person
Not hired: Semi-finalist
Not hired: Finalist
Closed as Duplicate
Not Eligible for Rehire
Voluntary Withdrawal

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

- Office for Access and Equity
  - accessandequity@illinois.edu
  - https://oae.illinois.edu
  - 217-333-0885

Thank You!