

SuccessFactors: Recruiting/Onboarding Quick Reference Guide

DISPOSITION OF DISQUALIFIED CANDIDATES

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Duke | HUMAN RESOURCES

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SUCCESSFACTORS: DISPOSITION OF A DISQUALIFIED CANDIDATE

Overview

Welcome to SuccessFactors! This Quick Reference Guide (QRG) was created to provide detailed guidance on how members of the **Hiring Team** will disposition candidates for a position when they have been disqualified. This guide will review how to disposition a candidate if:

- The disqualification occurs for candidates not interviewed.
- The disqualification occurs after the candidate is interviewed.

NOTE: The Hiring Manager is responsible for dispositioning all candidates. In the event of an audit, he or she will be responsible for articulating the reason one candidate was selected over another.

For additional details on working with SuccessFactors, online training videos are available and can be found on the Managers Section of the HR Website under Recruitment and Hiring via the following link:

<https://hr.duke.edu/managers/recruitment/successfactors>.

LOG IN

1. The tool is accessible via the [Duke@Work](#) portal. Click the **Candidate Selection** tab.
2. On the **Home** screen, locate and click on **Recruiting**.

JOB REQUISITIONS

3. The default page, **Job Requisitions** will display.
 - a. Click on the numbered hyperlinked under the **Candidates** column to open the Candidates View.

The image shows three screenshots of the SuccessFactors interface. The first screenshot shows the 'Duke@WORK' portal with the 'Candidate Selection' tab highlighted (1). The second screenshot shows the 'My Profile' page with the 'Recruiting' link highlighted (2). The third screenshot shows the 'Job Requisitions' page with the 'Job Requisitions' link highlighted (3). Below these is a table of job requisitions with the 'Candidates' column highlighted (3a).

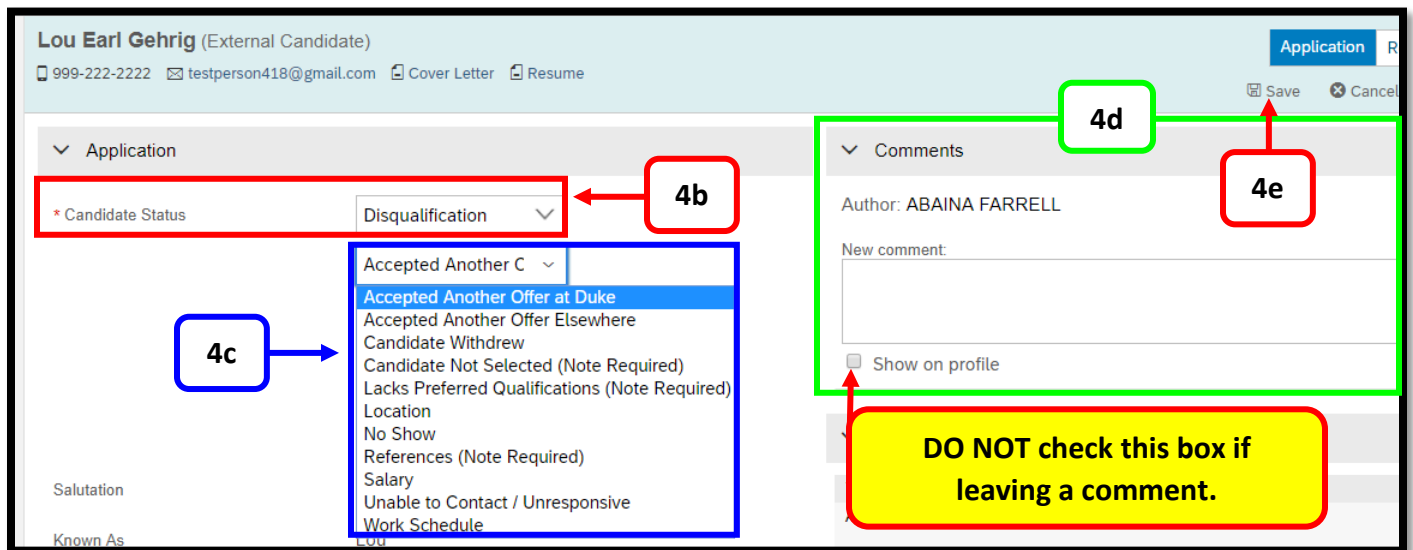
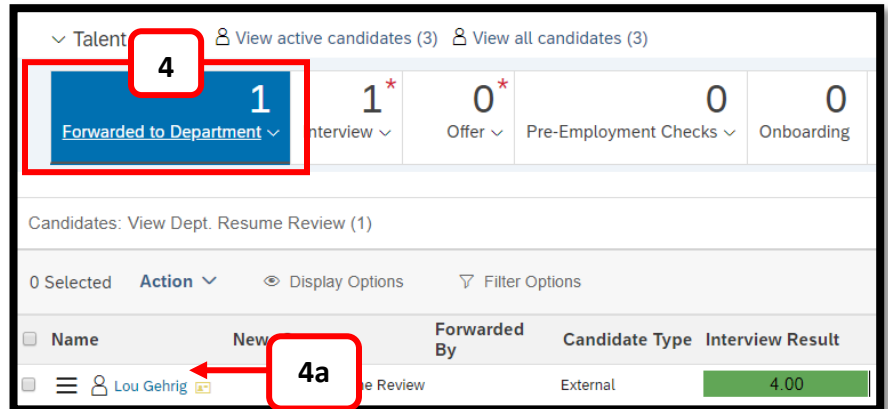
Job Title	Requisition ID	Hiring Manager ↑	Candidates
DEPARTMENTAL BUSINESS MGR III	349	ABAINA FARRELL	3
ADMINISTRATIVE SECRETARY 1 1	3710	CAROLINE NISBET	2
AMBULATORYCARE NURSE III 1	3744	CAROLINE NISBET	-

DISQUALIFICATION FOR CANDIDATES NOT INTERVIEWED

CANDIDATES VIEW

4. Candidates in the **Forwarded to Department** step who you do not plan to interview should be dispositioned/disqualified using the appropriate reason code.

- Click on the **Candidate's Name**.
- Under **Application**, change the **Candidate Status** to **Disqualification**.
- Update the reason for the disqualification, using the appropriate status from the drop-down menu.
- Provide comments as necessary. Comments are a permanent part of the candidate record. All comments or notes should be objective and job-related. **NOTE:** Do not select "Show on Profile" if leaving a comment.
- Click **Save** to update changes and move the candidate to the **Disqualification** pipeline step.

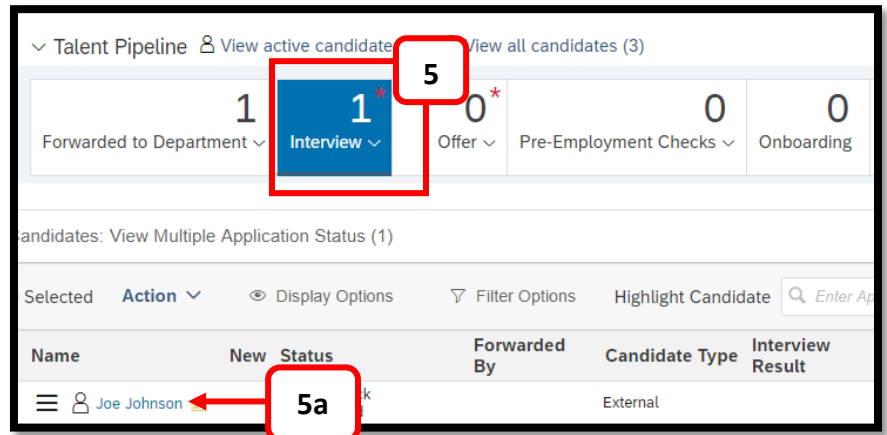


DISQUALIFICATION FOR CANDIDATES WHO INTERVIEWED

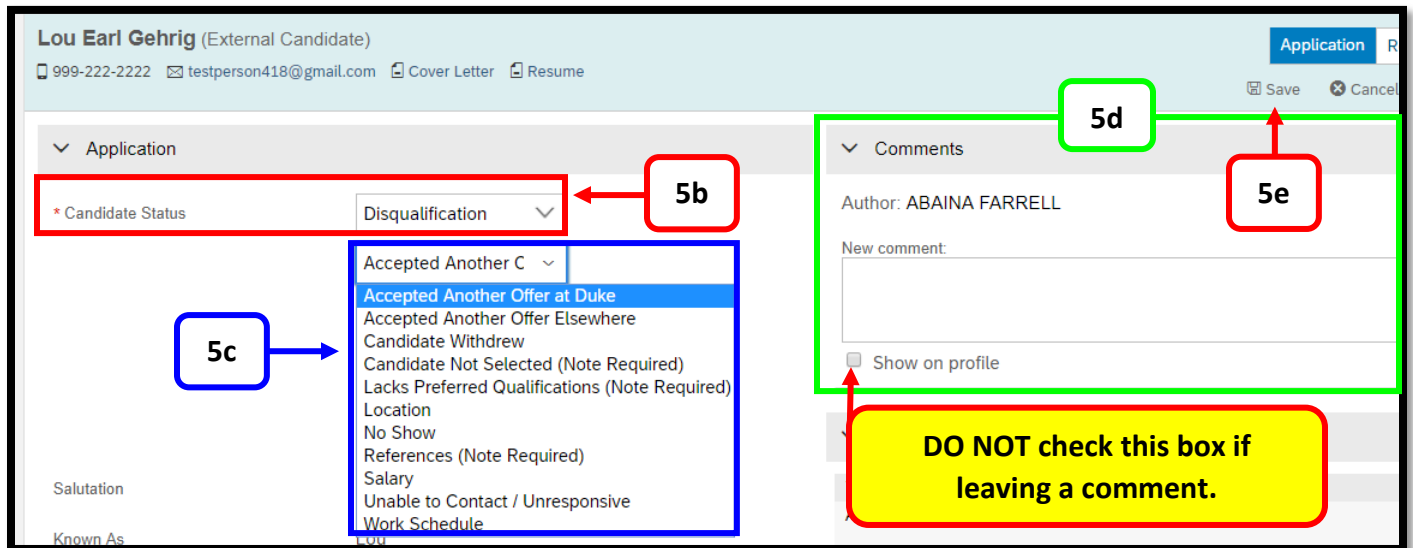
CANDIDATES VIEW

5. Candidates in the **Interview** step who interviewed, but will not receive an offer should be dispositioned/disqualified using the appropriate reason code.

- Click on the **Candidate's Name**.
- Under **Application**, change the **Candidate Status** to **Disqualification**.



- Update the reason for the disqualification, using the appropriate status from the drop-down menu.
- Provide comments as necessary. Comments are a permanent part of the candidate record. All comments or notes should be objective and job-related. **NOTE:** Do not select “Show on Profile” if leaving a comment.
- Click **Save** to update changes and move the candidate to the **Disqualification** pipeline step.



WHAT HAPPENS AFTER DISQUALIFICATION?

Once a candidate is disqualified, they are no longer under consideration for the position. The candidate will receive a system generated email thanking them for applying, stating they are no longer being considered and inviting them to apply for other positions.

If you have questions about Disposition of Disqualified Candidates, please contact your entity HR Department or refer to the Contact Resource page, found in the Managers section of the HR Website under Recruitment and Hiring.

<https://hr.duke.edu/managers/recruitment/successfactors>.