# SuccessFactors: Recruiting/Onboarding Quick Reference Guide

# **DISPOSITION OF DISQUALIFIED CANDIDATES**

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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 be can 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 1 Duke@Work portal. Click the Candidate Selection tab. iForms Universal Worklist Candidate Selection Buy@Duke 2. On the Home screen, locate and 2 click on Recruiting. My Profile **JOB REOUISITIONS** Recruiting Company Documents 3. The default page, Job Requisitions 0 will display. Requisitions aiting Approva Juke Care a. Click on the numbered cruiting 3 hyperlinked under the Job Requisitions Mark Interview Central Candidates column to open the Job Requisitions Candidates View. Job Title Requisition ID Hiring Manager **↑** Candidates DEPARTMENTAL BUSINESS MGR III 🔓 349 ABAINA FARRELL 3 3a ADMINISTRATIVE SECRETARY 1 1 🕞 3710 CAROLINE NISBET 顧 2 AMBULATORYCARE NURSE III 1 [ 🔁 3744 CAROLINE NISBET 題

# 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.
  - a. Click on the Candidate's Name.

<ul> <li>✓ Talent</li> <li>▲ View active candidates (3)</li> <li>▲ View all candidates (3)</li> </ul>					
Forwarded to Department ~ 1 1*	O <sup>*</sup> Offer ∽ Pre	$O$ e-Employment Checks $\smallsetminus$	0 Onboarding		
Candidates: View Dept. Resume Review (1)					
0 Selected Action $\checkmark$ ( ) Display Options $\bigtriangledown$ Filter Options					
Name New	Forwarded By	Candidate Type Inter	view Result		
□ ≡ A Lou Gehrig 🖝 4a e Review		External	4.00		

- b. Under Application, change the Candidate Status to Disqualification.
- c. Update the reason for the disqualification, using the appropriate status from the drop-down menu.
- d. 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.
- e. Click **Save** to update changes and move the candidate to the **Disqualification** pipeline step.

Lou Earl Gehrig (External Candidate)			4d	Application R
✓ Application		✓ Comm		L
* Candidate Status	Disqualification V	Author: AE	BAINA FARRELL	4e
4c →	Accepted Another C ~ Accepted Another Offer at Duke Accepted Another Offer Elsewhere Candidate Withdrew Candidate Not Selected (Note Required) Lacks Preferred Qualifications (Note Required)	New comme	on profile	
Salutation	Location No Show References (Note Required) Salary Unable to Contact / Unresponsive Work Schedule		DO NOT check this leaving a comm	

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

Selected	Action ~		Display Options		er Options warded	Highlight Candid	date Q Enter Interview Result
Selected	Action $\checkmark$	۲	Display Options	⊽ Filte	er Options	Highlight Candid	late Q Enter
andidates	: View Multip	le Applic	ation Status (1)				
Forward	ded to Depar	1 tment ~	1 <sup>*</sup> Interview ~	0 <sup>*</sup> <sub>Offer ∨</sub>	Pre-Emp	0 loyment Checks ~	Onboarding
				5			

- c. Update the reason for the disqualification, using the appropriate status from the drop-down menu.
- d. 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.
- e. Click **Save** to update changes and move the candidate to the **Disqualification** pipeline step.

Lou Earl Gehrig (External Cano ☐ 999-222-2222 ⊠ testperson418@gr		Application R Save & Cance
<ul> <li>Application</li> </ul>		✓ Comments
* Candidate Status	Disqualification V	Author: ABAINA FARRELL 5e
5c —	Accepted Another C ~ Accepted Another Offer at Duke Accepted Another Offer Elsewhere Candidate Withdrew Candidate Not Selected (Note Required) Lacks Preferred Qualifications (Note Required)	New comment:
Salutation Known As	Location No Show References (Note Required) Salary Unable to Contact / Unresponsive Work Schedule	DO NOT check this box if leaving a comment.

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## 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.