Dispositioning Candidates in Taleo

1. Open the Requisition and Select [**Active Candidates**] on the left-hand side. (See example to the left)

Now looking at the list of candidates in alphabetical order (pictured below), you can disposition candidates in **bulk** or **one by one**.
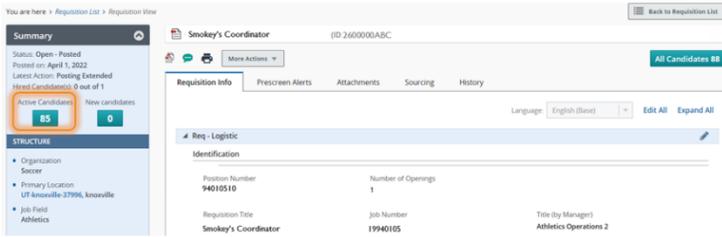
a. If dispositioning more than one candidate at a time, they **must**:
   i. Be in the same [**Step**] and [**Selection Status**]
   ii. Be the same employment status – *Internal* or *External*
   iii. Have the same reason for disposition – why they were not chosen for hire.

Once you have selected the candidate(s) to be dispositioned (Rejected), select the Change Step/Status Icon (stairs) also highlighted below.
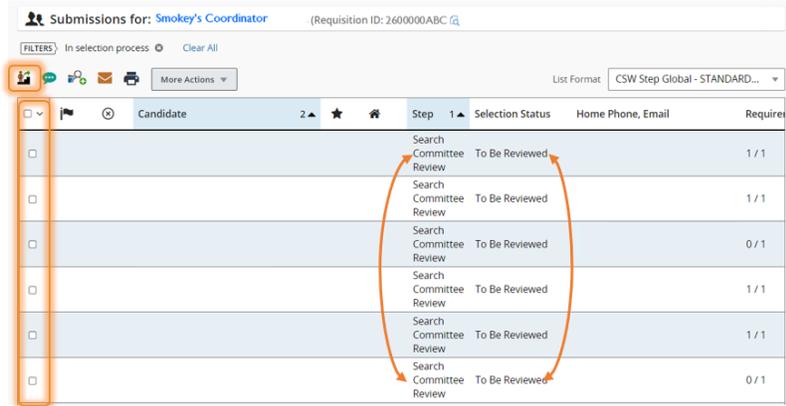
2. The **Change Step and Status** box will appear as shown below.
   a. Select the status box and select [**Rejected**].
   b. Once selected, you will be prompted to select one or more items from the **[Details or Disposition*]** list. Correct disposition reason and action are critical for record and compliance.
   Please Note: The primary reason your RBP cannot disposition candidates is that they have no knowledge or record of the reasoning each candidate is not selected for hire.
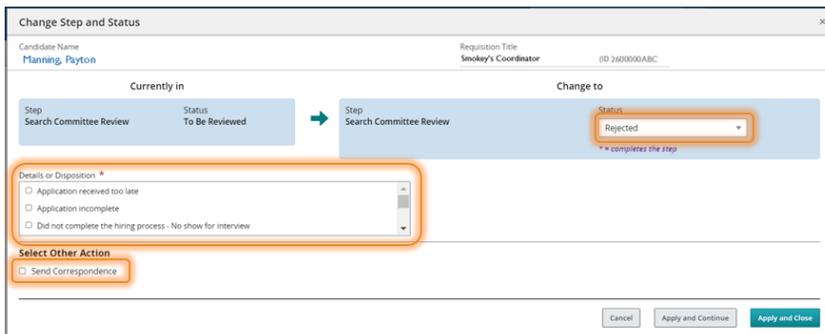
3. To maintain effective communication, select "**Send Correspondence**" before proceeding. *NOTE: If/when this is not done, the candidates who are not hired do not receive notification regarding the status of their application.*

After you select **[Apply and Proceed to Next Action]**, the *left image below* will appear. Select **Next**, and it will take you to email templates as pictured in *the right image below*.
This is the last step.
(See both images below for Step 3.)
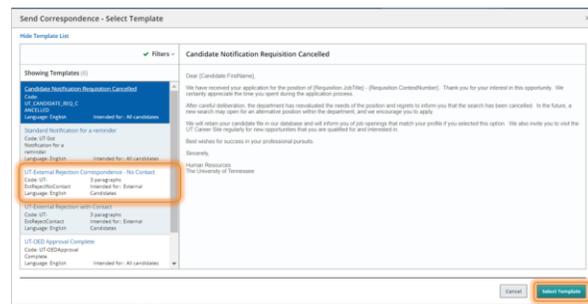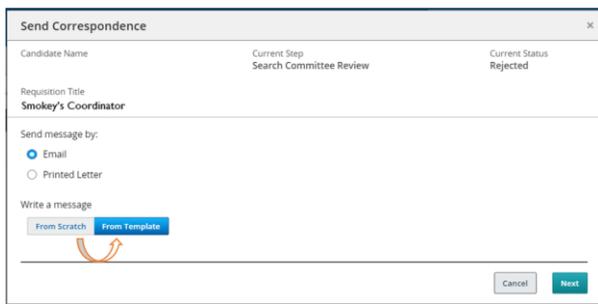
We recommend using the UTK Templates.
Please use [*External Rejection – No Contact*] for candidates not brought in for an interview and
[*External Rejection - Contact*] for those interviewed.