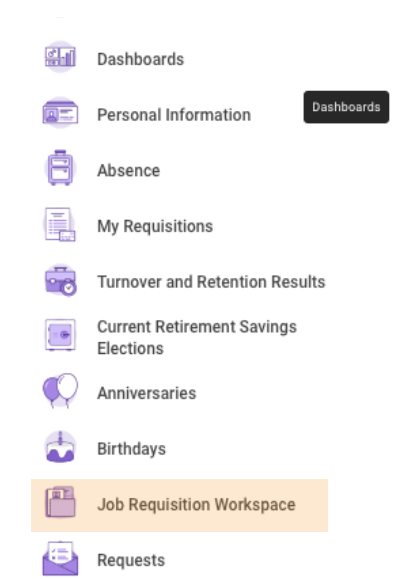


Disposition a Candidate

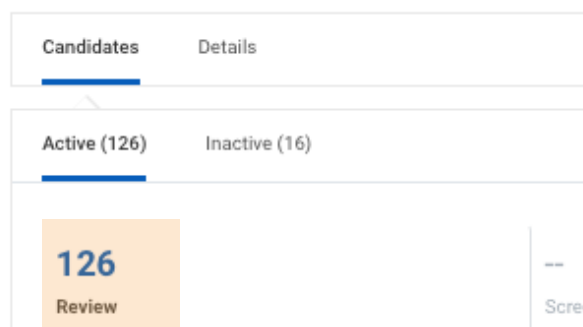
When you're looking for candidates in Workday, its important that you continue to move the right ones forward. However, it is equally important that you disposition candidates that you know you do not want to hire. This way, the contact center does not call them to schedule another interview, and the candidate to move forward in other job searches.



1. Choose **Job Requisition Workspace** from the **Menu** in Workday.

2. Choose a Job Requisition that your is open at your store.

Job Requisition Workspace Summary View



3. Filter candidates by clicking the blue number above Review at the top left of the page.

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	ing ion
<input type="checkbox"/>	• Joseph	Review	Review	
<input type="checkbox"/>	• Andrea	Review	Review	
<input type="checkbox"/>	• Abigail	Review	Review	
<input type="checkbox"/>	• Dino	Review	Review	
<input type="checkbox"/>	• Ismael	Review	Review	

4. Choose **Review** in the **Awaiting Me** column next to the candidate you'd like to disposition.

Awaiting Me Awaiting Action Date Applied Prev Work

Filter Condition *

Value *

Pro Tip: You can sort candidates who are awaiting you by clicking the **Awaiting Me** box and using the filtering tool to **Sort Ascending**.

- Accepted another position
- Candidate Declined
- Candidate did not complete application
- Compensation not acceptable
- Candidate Underage
- Change in interest or availability
- Candidate Withdrawn
- Did not return calls / Unable to contact candidate
- Duplicate Candidate
- Did not meet minimum qualifications - availability
- Did not meet minimum qualifications - certifications
- Did not meet minimum qualifications - education
- Did not meet minimum qualifications - experience
- Hired for Another Job
- Internal Applicant - Not Selected
- Job Requisition Closed or Cancelled
- More qualified candidates - availability
- More qualified candidates - certifications
- More qualified candidates - education
- More qualified candidates - experience
- More qualified candidates - flexibility/teamwork skills
- More qualified candidates - technical/analytical skills
- More qualified candidates - lack of communication skills/unprofessional
- More qualified candidates - undesirable availability
- More qualified candidates - Lesser applicable certification/education
- More qualified candidates - Lesser work skills
- More qualified candidates - compensation demand not acceptable
- More qualified candidates - lesser relevant experience
- Not eligible for rehire
- Other Candidate(s) Better Qualified - Verbally Notified
- Other Candidate(s) Better Qualified
- Scope of work not acceptable
- Unwilling to relocate
- Expired

5. At the bottom of the candidate's profile page click on the arrow on the **Decline** button

6. Select the reason that best describes why you are not hiring the candidate.

7. Once you have selected a reason, the candidate has been successfully dispositioned.