Manager Space:
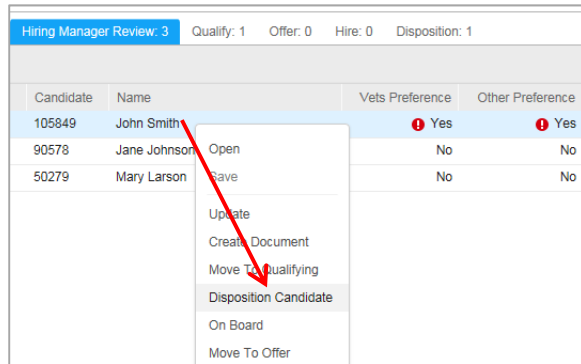# Disposition Candidates

Bureau of Human Resources
500 East Capitol Avenue
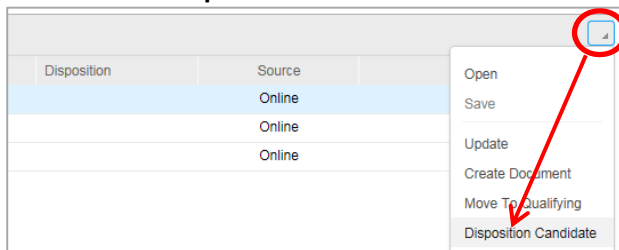Pierre, South Dakota 57501
605.773.3148
http://bhr.sd.gov/

How to Disposition

1. Select **Disposition Candidate**
   a) Right click on the candidate you want to disposition.
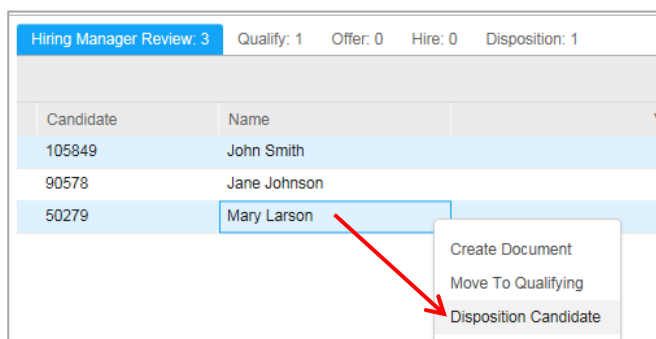   - Select **Disposition Candidate**.

OR

   b) Click the Actions arrow on the top right of the Requisitions Dashboard.
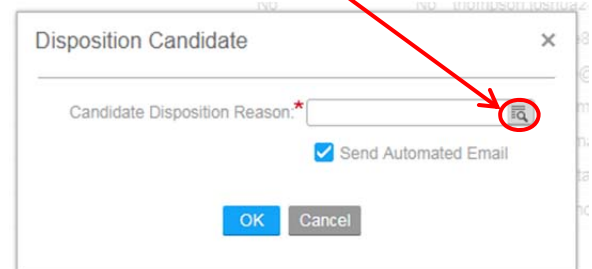   - Select **Disposition Candidate**.

 If you have multiple candidates with the same disposition, you can disposition them all at one time.

- Highlight each candidate by holding down the CTRL key as you click on each candidate.
- Right-click and select **Disposition Candidate**.

2. Select the magnifying glass for a drop down list of disposition types.

3. Select the appropriate disposition from the list. (See list below.)
4. Make sure the Send Automated Email box is checked. (For more information see Correspondence.)
   - The candidate will receive the standard email from BHR, regardless of the disposition type.
5. Click OK.

Types of Dispositions

You can disposition candidates throughout the selection process.

- If you know you are not going to interview the candidate, you can disposition at any time.
- Do not disposition a candidate immediately after he or she has submitted a job application or immediately following a job interview.

> **Best Practice**: Wait at least 24 hours before you disposition a candidate.

The dispositions you will use are:

- AW - applicant withdrew
- D2I - applicant declined second interview
- DA - applicant declined appointment
- DI - applicant declined interview
- FA - applicant failed to appear for interview
- FC - failed to comply with requirements
- NA - interviewed, not appointed
- NS - applicant not selected for interview
- UC - unable to contact the applicant

> Do not use any dispositions that have a description that starts with BHR Use Only.

Correspondence

When a candidate is dispositioned, the system sends an auto-generated email.

|	
To	name@hotmail.com
From	BHRinfo@state.sd.us
CC	-
BCC	-

Subject **Application Status**

Body

Dear John Smith:

Thank you for applying for the **400055 Student Intern, Job Id 146**. This is to inform you that you were not selected for this position. Please visit our website for other available openings. New openings are posted on a daily basis. Thank you for your interest in employment opportunities with the State of South Dakota.

Sincerely,

Bureau of Human Resources
State of South Dakota
http://bhr.sd.gov
605-773-3148

Ensure all candidates who are not selected are notified.

- The options are a system generated email, a personalized email, or telling them over the phone or in-person.

  If you send a personalized email through Outlook, you need to include a copy of the email with the selection process documentation.

- You can uncheck the Send Automated Email box if you:
  - have sent a personalized email.
  - told the candidate over the phone or in-person.
  - have given the candidates one of these dispositions:
    - Applicant withdrew (AW)
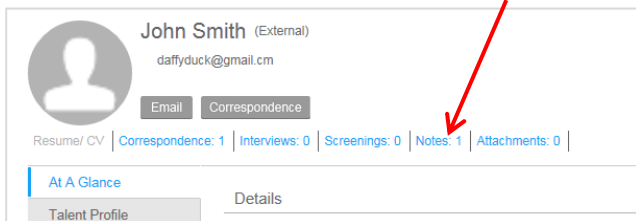   - Declined appointment (DA)
    - Declined interviews (DI and D2I)

Disposition Candidate ✕

Candidate Disposition Reason:* [   ] 🔍

☐ Send Automated Email

[OK] [Cancel]
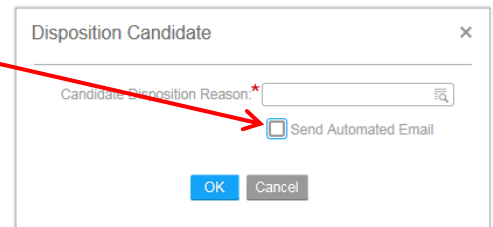
Preference Candidates:

Watch for Preference Candidates.

Hiring Manager Review: 3	Qualify: 1	Offer: 0	Hire: 0	Disposition: 1		
Candidate	Name		Vets Preference	Other Preference	Candidate Email Address	
105849	John Smith		❗ Yes	❗ Yes	daffyduck@gmail.cm	
90578	Jane Johnson				zenelsa@gmail.cm	

Preference: Review Notes Tab

- Anyone with a YES in the Vets Preference or Other Preference columns will have to be interviewed **if** the position is preference eligible.
- For information regarding the specific preference, double click on the candidate to view the Notes.

John Smith (External)

daffyduck@gmail.cm

[Email] [Correspondence]

Resume/ CV | Correspondence: 1 | Interviews: 0 | Screenings: 0 | Notes: 1 | Attachments: 0

At A Glance

Talent Profile   Details

If the Notes are blank, the position is not preference eligible.

Moving Candidates:

- Once you have determined you want to interview a candidate, you may move them to **Qualify** to separate them from other candidates.
  - Right click on the candidate and select **Move to Qualifying.**

- Ready to make an offer?
  - Move that candidate or candidates to **Offer** by right clicking and then choosing **Move to Offer**.
    - Then follow your agency's hiring approval process and contact your Human Resource Manager.