How to Disposition

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

   b) Click the Actions arrow on the top right of the Requisitions Dashboard.
   - 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.

![Image of an email template]

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)

Preference Candidates:

Watch for Preference Candidates.

- 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.

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.

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