JOB SEEKER/APPLICANT TRACKING
DISPOSITION CODES

AF – Application on File

NOT CONSIDERED
01 NC – Didn’t follow rule for submission/Incomplete Application
02 NC – Not legal to hire
03 NC – Application/resume cannot be read
04 NC – Not considered – sufficient numbers of applicants already in process or job filled prior to review
05 NC – Not considered – chose internal applicant before reviewing any external job seekers
06 NC – Withdrew Prior to Interview Explicit (person stated he/she was no longer interested)
07 NC – Withdrew Prior to Interview Implicit (person never returned call or email – at least two attempts to call or email must be made before using this disposition code; also be sure to document attempts to contact)
08 NC – Withdrew – No meeting of minds re shift, schedule or start date
09 NC – Withdrew – No meeting of minds re other terms and conditions of job

MINIMUM QUALIFICATIONS NOT MET
11 QNM – Does not meet minimum qualification – license/certification
12 QNM – Does not meet minimum qualification – education
13 QNM – Does not meet minimum qualification – degree in field
14 QNM – Does not meet minimum qualification – experience/amount
15 QNM – Does not meet minimum qualification – experience/relevant
16 QNM – Does not meet minimum qualification – second language fluency
17 QNM – Does not meet minimum qualification – job related felony conviction
18 QNM – Does not meet minimum qualification – job related drug offense

REJECTED AND NOT INTERVIEWED
20 RNI – Not eligible for re-hire (former employee)
21 RNI – Current employee: performance or attendance issue
22 RNI – Abuse of application process
23 RNI – No prior work history
24 RNI – Unsatisfactory prior work history
25 RNI- Experiences/skills do not demonstrate a match for job sought
26 RNI – Not as qualified: education
27 RNI – Not as qualified: experience
28 RNI – Not as qualified: skills
29 RNI – States cannot perform one or more essential functions with or without a reasonable accommodation
30 RNI – Could not demonstrate ability to lift ___ pounds (job qualifications must specify required amount to lift)
31 RNI- No established scholarly reputation
32 RNI- Area of specialization overlaps others in department
33 RNI- Publications inadequate
INTERVIEW – REJECTED
40 IR – Interviewed: failed to confirm qualifications on application
41 IR – Interviewed: interpersonal or communication skills
42 IR – Interviewed: unprofessional dress/demeanor
43 IR – Interviewed: not best match for job/work unit
44 IR – Interviewed: lacks sufficient interest/commitment to job sought
45 IR – Interviewed: not a good institutional fit
46 IR – Interviewed: another applicant was preferred

TELEPHONE INTERVIEW – REJECTED
50 TIR – Telephone interview: failed to confirm qualifications on application
51 TIR – Telephone interview: interpersonal or communication skills
52 TIR – Telephone interview: unprofessional demeanor
53 TIR – Telephone interview: not best match for job/work unit
54 TIR – Telephone interview: lacks sufficient interest/commitment to job sought
55 TIR – Telephone interview: not a good institutional fit
56 TIR – Telephone interview: not conversant in the English Language

OFF CAMPUS INTERVIEW – REJECTED
60 OIR – Offsite interview: failed to confirm qualifications on application
61 OIR – Offsite interview: interpersonal or communication skills
62 OIR – Offsite interview: unprofessional dress/demeanor
63 OIR – Offsite interview: not best match for job/work unit
64 OIR – Offsite interview: lacks sufficient interest/commitment to job sought
65 OIR – Offsite interview: not a good institutional fit

SEARCH COMMITTEE INTERVIEW – REJECTED
70 SCR – Committee interview: failed to confirm qualifications on application
71 SCR – Committee interview: interpersonal or communication skills
72 SCR – Committee interview: unprofessional dress/demeanor
73 SCR – Committee interview: not best match for job/work unit
74 SCR – Committee interview: lacks sufficient interest/commitment to job sought
75 SCR – Committee interview: not a good institutional fit
76 SCR – Committee interview: did not meet instructional fluency requirement

ACADEMIC ADMINISTRATION INTERVIEW-REJECTED
77 AAIR – Academic Administration Interview: not as appropriate for program or University mission as other committee recommendation
78 AAIR – Academic Administration Interview: not as appropriate or as broadly qualified as other committee recommendations

REJECTED – OFFER PENDING/OFFER MADE
80 RO – Unable to confirm work experience/references
81 RO – Unsatisfactory work references
82 RO – Failed criminal background check
83 RO – Falsified application/resume
84 RO – Failed to produce required documentation, license, or transcript

WITHDREW AFTER INTERVIEW
90 WI – Withdrew after telephone interview
91 WI – Withdrew after off-campus interview
92 WI – Withdrew after search committee interview
93 WI – Withdrew after interview – Applicant no longer interested

SELECTED – NOT HIRED/NOT RE-ASSIGNED
94 SNH – Declined job offer
95 SNH – Selected, but did not show for first day of work
96 SNH – Selected, but unsatisfactory I-9 documentation

HIRED/ASSIGNED
97 H - Selected and Assigned
98 H – Contract Signed (Faculty)
99 H – Current Employee Re-assigned