

Managing Job Postings

1



Update Dispositions

Dispositions in PeopleSoft allow you to track and document the review and evaluation of applicants during the hiring process. Available dispositions include: Applied, Route, Reviewed, Interview, Offer, Ready to Hire, and Reject.

- Interviewed applicants must be moved to **Interview** before **Reject** or **Offer**.
- Hired candidate must be moved to **Ready to Hire** after offer is accepted.

2



Include Status Reasons

Status reasons provide a quick, consistent way to provide insight into why an applicant was moved to a certain disposition. When moving to **Reject** from **bolded** dispositions below, choose from the status reasons indicated.

Reviewed or Route

- Accepted another position
- Does not meet minimum qualific
- Non-competitive
- Could not contact/no show

Offer

- Accepted another position
- Offer rejected
- Could not contact/no show

Interview

- Accepted another position
- Interviewed - not best qualified
- Could not contact/no show

3



Send Regret Letters

Use the appropriate template in PeopleSoft, **Regret Letter** or **Regret - Not Interviewed**, to notify applicants who were not selected.

4



Attach Recruiting Materials

In accordance with statutory retention requirements, upload recruiting materials to the job posting as a combined document or zip file. This includes correspondence, interview notes, and matrices.

Consult the [Human Resources Liaison Manual](#) for detailed instructions with screenshots.