

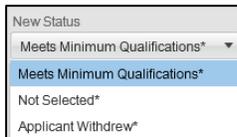
# CU Careers: Step-by-Step Guide

## Dispositioning and Reverting Candidates

This guide describes how to disposition, or move a candidate further along in the selection process in CU Careers, including rejecting a candidate. It also describes how to move a candidate back, or revert a candidate in the selection workflow.

### Notes:

- An asterisk next to the status name indicates the completion of a step, which progresses a candidate to the next step.



- Clicking **Save and Continue** lets you to continue progressing candidates through the workflow.
- Clicking **Save and Close** closes the workflow at the step and status currently being viewed.
- Candidates proceed to an auto-progression status when the following actions when:
  - A candidate enters three reference providers in CU Careers, the system moves the status to Initiate Letter of Recommendation. This occurs under Review/Initiate Letter of Recommendation (Faculty).
  - All three reference providers upload a letter, the system moves the candidate to the Letters Received status. This occurs under Review/Letters Received (Faculty).
  - A candidate provides a date of birth and social security number. The system moves the candidate to DOB/SSN Completion status. This occurs in the Hire/DOB/SSN Completion.

## Dispositioning Candidates

When you disposition a candidate, you are moving the candidate to a different step and status in the selection workflow. You can mass disposition up to 150 candidates who are the in the same step and status.

To disposition a candidate:

- Click **Candidates** from the recruiting menu bar.



Or,

Click the numeral displayed in the requisitions list.



- Click the candidate profile you want to disposition.

Marley, Bob (11201)	Offer Checks	Send DOB/SSN Collection (Required)	0 / 0	US > CO > Colorado Springs	
Shader, Brynn (10960)	Offer	Rescinded	0 / 0	US > CO >	

Or,

Select the boxes that appear next to the names of those candidates who are in the same step/status.

	Candidate	Step	Selection Status
<input checked="" type="checkbox"/>	Braxton, Kristi TEST (51549)	Under Review	Letters Received (Faculty)
<input checked="" type="checkbox"/>	Gallego, Maria TEST (51503)	Under Review	Letters Received (Faculty)
<input checked="" type="checkbox"/>	Gregory, Lou TEST (51388)	Under Review	Letters Received (Faculty)
<input checked="" type="checkbox"/>	Olachea, Elijah B (51641)	Under Review	Letters Received (Faculty)

3. Click **More Actions**. 
4. Select **Change Step/Status** from the dropdown.
5. Under New Status, select the appropriate status from the dropdown.  
If you are rejecting a candidate, select **Not Selected**. The system prompts you to select a reason for rejecting the candidate.

**Change Step and Status**

Current Step: Offer Checks | Current Status: Not Selected

**Information**

New Step: Offer

**New Status**  
Offer to be made

Reaching a status marked with an asterisk (\*) completes the step

Send correspondence

**Note:** You can click the Send correspondence button at the bottom of this box in order to choose an email template to send to the candidate. If you are not selecting a candidate, send that candidate the appropriate “Not Selected” email. Refer to *Sending Correspondence Step-by-Step Guide* for more information.

6. Click **Save and Continue** to continue progressing the candidate through step and status.  
Or, click **Save and Close** to keep the chosen step or status.

## Reverting Candidates

Sometimes you may want to move a candidate back, or revert the candidate, to a previous step or status in the candidate selection workflow. Reverting a candidate to a previous status can be used when you have progressed a candidate too far in the workflow, or to initiate confidential letters of recommendation further in the recruiting process. (The ability to collect confidential letters of recommendation can occur in the Under Review step; therefore, you would need to revert a candidate's status if you have moved them past this point in the workflow.)

1. Click **Candidates** from the green recruiting menu bar.
2. Click the name of the candidate you want to revert.



▼ 01550 - Student Secretary		
Basin, Arapahoe (11601)	01550 - Student Secretary	New - To be Reviewed
Carter, June (48743)	01550 - Student Secretary	Hire - Send DOB/SSN Collection (Required)

3. Click **More Actions**.
  4. Click **Revert**.
  5. Enter **Comments**.
  6. Click **Save and Continue** to revert more than one Step/Status.
- Or,
7. Click **Save and Close** to revert one Step/Status.