

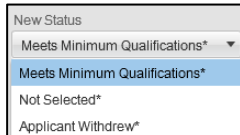
CU Careers: Step-by-Step Guide

Disposition Candidates

This document outlines the steps to disposition a candidate in CU Careers.

Notes:

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



- Clicking **Save and Continue** lets you to continue progressing candidates through workflow.
- Clicking **Save and Close** closes the workflow box at the step and status currently being viewed.
- Candidates proceed to an auto-progression status when the following actions are:
 - 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).
 - When all three reference providers upload a letter, the system moves the candidate to the Letters Received status. This occurs under Review/Letters Received (Faculty).
 - When 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.

Disposition Candidates

This section describes how to move candidates into a different step and status from their candidate profile. You can mass disposition up to 150 candidates who are the in the same step and status.

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



Or,



Click the numeral displayed in the requisitions list.

- Click the candidate profile you want to view.

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Shader, Brynn (10960)	Offer	Rescinded	0 / 0	US 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	1 ▲	★	🏠	📄	Step	Selection Status
☒	Braxton, Kristi TEST (51549)					Under Review	Letters Received (Faculty)
☒	Gallego, Maria TEST (51503)					Under Review	Letters Received (Faculty)
☒	Gregory, Lou TEST (51388)					Under Review	Letters Received (Faculty)
☒	Olachea, Elijah B (51641)					Under Review	Letters Received (Faculty)

- Click **More Actions**. 
- Select **Change Step/Status** from the dropdown.
- Under New Status, select the appropriate status from the dropdown.

Change Step and Status

Current Step

Offer Checks

Current Status

Not Selected

Information

New Step

Offer

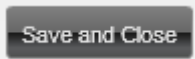
New Status

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. If you are sending correspondence, refer to the *Sending Correspondence Step-by-Step Guide* for more information.

- 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.