

CU Careers: Step-by-Step Guide

Rejecting Candidates

This guide describes how to reject candidates who have applied to positions in CU Careers and describes how to notify candidates that they have not been selected. It is a best practice to disposition the candidate out of selection and send correspondence to all unselected candidates before marking the position as filled.

To disposition a candidate out:

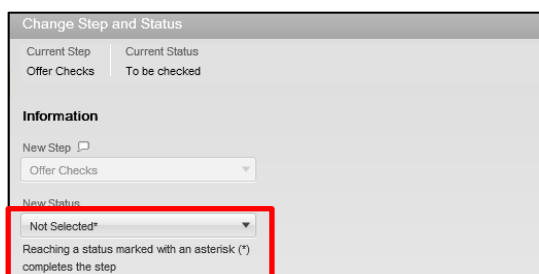
1. Click **Candidates** from the green recruiting menu bar.



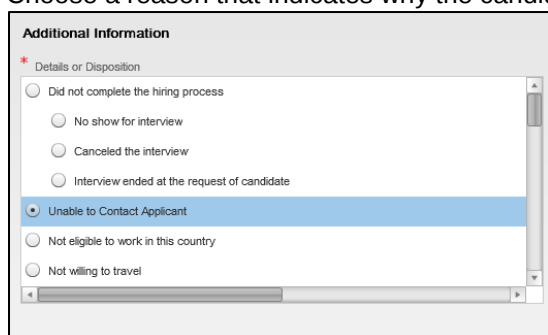
2. Click the link of the candidate that you are rejecting.

Dole, Bob Banana (11520)		Hire	Hired	0 / 0	US > CO >	
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Shader, Brynn (10960)		Offer	Rescinded	0 / 0	US 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 >	

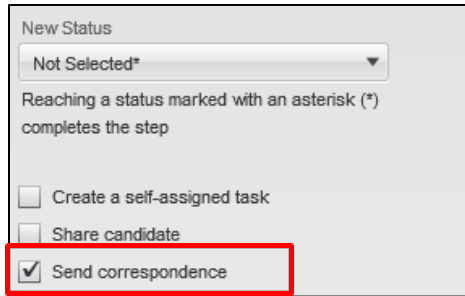
3. Click **More Actions**.
4. Select **Change Step/Status** from dropdown.


 A screenshot of a web form titled 'Change Step and Status'. It has two tabs: 'Current Step' (selected) and 'Current Status'. Under 'Current Step', it says 'Offer Checks'. Under 'Current Status', it says 'To be checked'. There is an 'Information' section with a 'New Step' dropdown set to 'Offer Checks'. Below that is a 'New Status' dropdown menu. The 'Not Selected*' option is selected and highlighted with a red box. A tooltip below the dropdown reads: 'Reaching a status marked with an asterisk (*) completes the step'.

5. From the New Status drop down, select **Not Selected**.
6. Choose a reason that indicates why the candidate was not selected.


 A screenshot of a web form titled 'Additional Information'. It has a section labeled '* Details or Disposition' with several radio button options. The options are: 'Did not complete the hiring process', 'No show for interview', 'Canceled the interview', 'Interview ended at the request of candidate', 'Unable to Contact Applicant' (which is selected and highlighted with a blue bar), 'Not eligible to work in this country', and 'Not willing to travel'.

7. Select **Send Correspondence** to send an email with the rejection.



New Status

Not Selected*

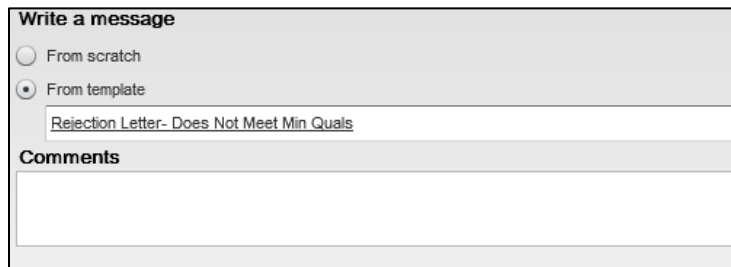
Reaching a status marked with an asterisk (*) completes the step

☐ Create a self-assigned task

☐ Share candidate

☒ Send correspondence

8. Click **Save and Close**.
9. If you are sending a correspondence, continue with the steps below. If you are not sending a correspondence, you have completed the rejection process.
10. To continue with sending correspondence, select **Email** from the Send Message by dropdown in the pop-up box that appears.
- If sending from a template, choose **From template**.



Write a message

☐ From scratch

☒ From template

Rejection Letter- Does Not Meet Min Quals

Comments

- Click arrow to the right of the template box 
 - Select the appropriate template for rejection.
 - Click **Next**.
 - Click **Edit** to make any changes to the letter.
 - Click **Send**.
- If sending from scratch, click **From scratch**.
 - Click **Next**.
 - Type a **Subject** and **Message** text.
 - Click **Send**.