



## DOP&LR Recruitment Services Guidance

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### Applicant Disposition

Below is the description of each disposition (dispo) and recommended comment narrative for an applicant pool. It is recommended you date and initial your comments.

Please note, individual departments may have additional requirements above and beyond those listed below. Please check with your Department HR staff for further information on what those requirements might be.

**Referred – Not Yet Reviewed:** This is the default field. All applicants will have this field reflected until the Hiring Manager changes it. Approval for hire cannot be granted if an applicant's status reflects this option when a hire request is made.

**Appointed to Position:** The selected applicant will have this option selected. Include the job-related reasons why the individual was selected – this may be as basic as ranked #1 or may be detailed. Include the position control number (PCN) if the recruitment is a multiple position recruitment and indicate the level if the recruitment was for a multi-level (flexibly staffed) position.

**Appointed to Position and Failed to Report:** An applicant accepts the job offer but does not report to work. Include the date of the job offer, acceptance and failure to report to work.

**Declined Position:** An applicant who declines a job offer. Include the date of the job offer and the applicant's non-acceptance.

**Failed to Report for Scheduled Interview:** An applicant who is offered an interview, accepts, and then does not show up. Include the date and time of interview offer, acceptance by applicant, and failure to report to the interview.

**Interviewed:** An applicant who is offered an interview, accepts and reports, but does not receive a job offer. Optional comments: date and time of the interview, job related reasons why the applicant was not selected, or rank. NOTE: GGU must show ranking.

**Not Interviewed:** An applicant who is not interviewed. Include the job-related reasons why the applicant was not chosen for an interview; for example recent direct knowledge of prior poor performance. It is recommended a hiring manager check with their recruitment staff before making this determination.

**Did Not Meet Minimum Qualifications (MQs):** An applicant who does not meet the MQs. Include reason(s) they did not meet the MQs.

**Did not meet pre-interview criteria:** An applicant who is not interviewed because did not meet the pre-interview selection criteria. Include why the applicant did not meet the pre-interview criteria.

**Incomplete Application:** An applicant whose application is incomplete such as missing entire sections of information or required attachments. Explain why the candidate's application is considered incomplete.

***NOTE:** A complete application is one that contains the specific recruitment requirements which have been defined, documented, and requested in the job posting. The information is often requested and documented in the Special Note and Additional Required Information section of the job posting.*

**Disqualified:** An applicant who is removed from further consideration for reasons other than not meeting minimum qualifications or pre-interview selection criteria such as convictions which have a direct nexus to the job description or the applicant is not eligible for State employment in accordance with 2 AAC 07.112 or a collective bargaining agreement. Explain the job-related reasons why the applicant is disqualified. **NOTE:** Sometimes this disposition comment is entered by Recruitment Services staff.

**Withdrew Interest:** An applicant who has indicated that they are no longer interested in the position. Provide the reason given, if any, for their withdrawal.

**Duplicate Application:** An applicant who has submitted more than one application for the same recruitment. No comments needed.