

What is changing with faculty searches and why?

Effective immediately, all new faculty positions must have both an applicant status and a disposition code assigned to every applicant.

- Applicant Status - Where a candidate currently is in the review process or where a candidate was removed from the review process
- Disposition Code – The reason a candidate was not selected to move forward in the review process.

Assigning both an applicant status and a disposition code to every applicant is necessary to bring the University into compliance with our applicant pool record keeping as mandated by the Office of Federal Contract Compliance Programs (OFCCP). Because the University receives federal contracts, we must annually create a report for the OFCCP on our employee population. This report includes data on applicant pools from all hires during the annual reporting period, regardless of if a full search was done or a targeted hire. For full compliance with OFCCP regulations, applicant pool data must clearly identify how far each applicant made it in the review process (applicant status) and why they were eliminated from the review process (disposition code).

What actions need to be completed in faculty search positions with this change?

1. All applicants must have an Applicant Status assigned to them.
2. All applicants must have a Disposition Code assigned to them.

Applying the Applicant Statuses and the Disposition Codes during the review process as decisions are being made about applicants, instead of waiting until the end of the search, helps to ensure accuracy and reduce the workload at the end of the search.

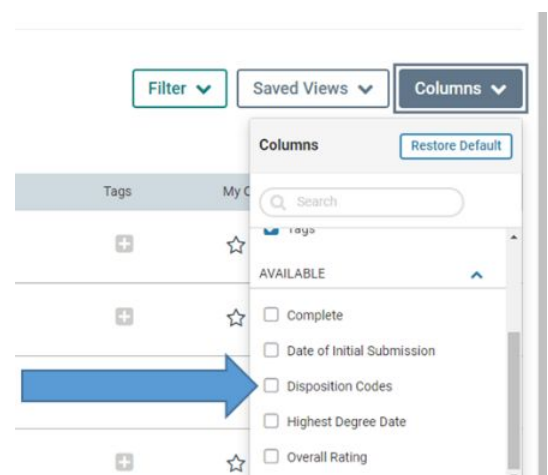
Who can apply Applicant Statuses and Disposition Codes?

Applicant Statuses and Disposition Codes can be applied by anyone who is in a Committee Manager or Administrator role. More than one committee manager can be assigned to a position if necessary.

How do I see Applicant Statuses and Disposition Codes in Interfolio?

Applicant Statuses and Disposition Codes can be viewed in two ways. First, they can be viewed as columns in the full applicant list. Second, they can be viewed on an individual applicant's page.

To view the current Applicant Statuses and Disposition Codes in the full list of applicants, click on the Columns button, scroll down and choose Disposition Codes, then click the “Done” button at the bottom of the list.



Both the Applicant Statuses and the Disposition Codes will be viewable in the applicant list as shown below. By default, Applicant Status is viewable, so it does not need to be added to the columns. If an Applicant Status and/or Disposition Code has not yet been assigned to an applicant, the fields in those columns will be blank.

Go to University of Notre Dame home Positions >

My Fake Position for Demos

Position Actions ▾

Unit: Office of the Provost Status: Position Closed [change](#) Opens: Oct 27, 2019 Closes: Oct 28, 2019

Applicants

Search by name, education, or status

Filter ▾ Saved Views ▾ Columns ▾

7 of 7 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	Disposition Codes	My Overall Rating
<input checked="" type="checkbox"/> Steve Aoki Incomplete	Oct 29, 2019	Shortlist	+	Not selected--Research	☆☆☆☆

To view the Applicant Status and Disposition Code on an individual applicant's page, click on an applicant from the list. The Applicant Status and Disposition Code, if applied, will be at the top of the page as shown below. If an Applicant Status and/or Disposition Code has not been assigned to an applicant, there will be an "n/a" in the Status field and a "+ Add" link in the Disposition Code field.

University of Notre Dame > Positions > My Fake Position for Demos >

Steve Aoki

Actions ▾

Status
Shortlist [change](#)

Disposition Code
Not selected--Research [change](#)

Tags
[+ Add](#)

Application Incomplete [Add File](#) [Read](#)

Documents

Title	Date	Actions
CV	Oct 29, 2019	Delete Download
C.V.		

How do I assign Applicant Statuses and Disposition Codes?

Applicant Statuses and Disposition Codes can be added/modified in two ways. First, they can be added/modified in the full applicant list either one at a time or multiple applicants at once. Alternatively, they can be added/modified on an individual applicant's page.

To assign the Applicant Statuses and Disposition Codes while viewing the applicant list, click on the selection checkbox next to the applicants name(s), then click the “Status” or “Disposition Code” dropdown. Those statuses or codes will then display in the column field(s) for the applicant(s) in the list.

To assign the Applicant Statuses and Disposition Codes while viewing an applicant, click on the applicant’s name in the list of applicants. When the individual applicant’s page opens, the Applicant Status and Disposition Code will be at the top of the page.

To assign the Applicant Status, click on the “change” link in the Status field and choose the appropriate Applicant Status as shown below. When the Applicant Status needs to be updated because a candidate has moved to the next stage of the review process, click on the “change” link and choose the new Applicant Status. The Applicant Status that corresponds to the final stage of the review process that an applicant made it to before being eliminated should remain assigned to the applicant as their final Applicant Status.

To assign the Disposition Code, click on the “+ Add” link in the Disposition Code field and choose the Disposition Code as shown below. A disposition only needs to be assigned once since it should be used to provide the reason someone was eliminated from the review process or to indicate who was hired. If a Disposition Code does need to be changed, click on the “change” link next to the Disposition Code and select a new code.

University of Notre Dame > Positions > My Fake Position for Demos > **Mike Brey** Actions ▾

Status
n/a [change](#)

Disposition Code Tags [Add](#)

[+ Add](#)

Add Disposition Code

[Not selected—Work eligibility or visa requirements not met](#)
[Does not meet minimum qualifications—Did not submit required materials for consideration](#)
[Does not meet minimum qualifications—Education](#)
[Does not meet minimum qualifications—Experience](#)

Incomplete	+ Add File	Read
+ Add File		

	Date ↕	Actions
	Oct 29, 2019	Delete Download

How do I remove an Applicant Status or Disposition Code?

To remove an Applicant Status or Disposition Code, click on the “change” link next to the Status or Disposition Code field, scroll to the bottom of the list, and choose “Remove Status” or “Remove Disposition Code”.

University of Notre Dame > Positions > My Fake Position for Demos > **Mike Brey**

Status
n/a [change](#)

- New
- Longlist
- Shortlist
- Interview
- Offer Pending
- Hired
- Offer Letter Sent
- Offer Letter Received
- Offer Not Accepted
- Application Withdrawn
- Pending Hire Right Response
- Visa Requirements Denied
- Pending HireRight Response
- Did not consider
- In-Person Interview
- General pool only
- On-Campus Interview
- [Remove Status](#)