Disposition Codes HR-TMS - FACULTY

**Workflow State**
**Do Not Select (move to Not Interviewed, Not Selected – Email when filled)**

- D1 – Application incomplete
- D2 – Submission received after position closed or filled
- D3 – Does not meet minimum qualifications - education
- D4 – Does not meet minimum qualifications - experience
- D5 – Does not meet minimum qualifications - other required license/certification/credential
- D6 – Did not leave the university in good standing
- D9 – Experience not as strong as other candidates
- D10 – Education not as strong as other candidate
- D11 – Duplicate application
- D12 – Candidate withdrew from consideration (pre-offer)
- D13 – Candidate not eligible to work in the U.S.
- D14 – Later discovered fraudulent information in application/interview materials
- D15 – Position not filled
- D16 – Failed search
- D17 – Hiring Freeze
- D18 – Retiree – not eligible for benefited position
- D19 – Unable to verify/unsatisfactory references

**Workflow State**
**Submit (move to Phone Pre-Screened – Not Selected – email at Filled)**

- P1 – Unable to contact candidate
- P2– Not available/late for interview
- P3– Lack of interest in the position
- P4– Experience not as strong as other candidates
- P5– Education not as strong as other candidates
- P6– Not eligible for hire/transfer (cannot work required shift)
- P7– Candidate withdrew from consideration (pre-offer)
- P8– Candidate not eligible to work in the U.S.
- P9– Later discovered fraudulent information in application/interview materials
- P10– Position not filled
- P11– Failed search
- P12– Hiring freeze
- P13 – Teaching credentials not as strong as other candidates
- P14 – Research credentials not as strong as other candidates
- P15 – Teaching specialization does not meet needs of the department
- P16 – Record in research, publication, creative endeavors or other scholarly productivity does not meet the needs of the department.
- P17 – Unable to verify/unsatisfactory references
**Workflow State**

Do Not Select (move to Interviewed, Not Hired – Email when filled)

F1 – Unable to contact candidate
F2 – Did not show/late for interview
F3 – Lack of interest in the position
F4 – Experience not as strong as other candidates
F5 – Education not as strong as other candidates
F6 – Qualified but skill set not as strong as top candidate
F7 – Unable to verify all employment during seven (7) years immediately preceding application
F8 – Unable to verify all experience that qualifies individual for position
F9 – Unable to verify all academic diplomas and degrees
F10 – Unable to verify all required licensure(s)/certifications
F11 – Unable to verify/unsatisfactory references
F12 – Candidate withdrew from consideration (pre-offer)
F13 – Candidate not eligible to work in the U.S.
F14 – Later discovered fraudulent information in application/interview materials
F15 – Position not filled
F16 – Failed search
F17 – Hiring freeze
F18 – Teaching specialization does not meet needs of the department
F19 – Record in research, publication, creative endeavors or other scholarly productivity does not meet the needs of the department.
F20 – Teaching credentials not as strong as other candidates
F21 – Research credentials not as strong as other candidates

**Workflow State**

Not Hired (move to Recommended for Hire – Not Hired)

R1 – Not eligible for hire/transfer (delinquent account)
R2– Not eligible for hire/transfer (extended leave)
R4 – Did not satisfactorily pass criminal background check
R5– Did not satisfactorily pass credit/tax background check
R6– Declined – no longer interested in position (post-offer)
R7– Declined – pay and/or benefits
R8– Declined – location
R10– Candidate withdrew from consideration (pre-offer)
R11– Candidate not eligible to work in the U.S.
R12– Later discovered fraudulent information in application/interview materials
R13– Position not filled
R14– Failed search
R15– Hiring freeze

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