



Rejecting an Applicant



During the hiring process, you have the ability to reject applicants at any stage in the process.

Follow these instructions to reject a candidate.



Rejecting an Applicant

- To access the employment Applicant Tracking System directly and not via an email link, enter the following URL in the search window of your web browser:
 - <https://ut.taleo.net>



This is the screen you will see if you access the ATS directly and are not logged into the UT Network.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.



TALEO **ENTERPRISE**™



Recruiting



Onboarding



Reporting

To view your candidates, click on Recruiting.



Recruiting

Welcome Ben Bond

Welcome to the Recruiting Center.



View Requisitions

View detailed information about your requisitions.



View Candidates

View detailed information about your candidates.

On the Main Menu, click View Candidates to view and manage your applications.



When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

Ben Bond

 [Home](#)

[Resources](#)

[Sign Out](#)

Your Name

Click to return to the Main Menu.

Shows information about you as an ATS user.

Click here to log completely out of the ATS.



A list of your active requisitions appears. By entering a date in the Since field, you can review only candidates who have applied since a certain date.

The screenshot shows a web interface for managing recruitment. On the left is a sidebar with a 'Quick Filter' section containing a 'Since' date field set to 'Dec 1, 2011'. The main area is titled 'Candidates' and displays a table of requisitions. A red callout box originates from the 'Since' field and points to the 'Candidates' section.

Candidate	Req. ID, Title	Selection Step, Status
▶ 11000006J	- AdminAsst UWA 2 - jh	
▶ 11000006Y	- AdminAsst UWA 2 - jh	
▶ 11000007C	- AdminAsst UWA 2 - jh	
▶ 11000007M	- AdminAsst UWA 2 - jh	
▶ 110000086	- AdminAsst UWA 2 - jh	
▶ 1100000A8	- Director of ATS	

Click on the right arrow next to the requisition title to see the list of candidates for your requisition.



HINT: To filter your requisition list to show the requisition with which you want to work, click on Requisitions and scroll to the Requisition ID field. Enter the Requisition ID and click the refresh button (🔄).

Quick Filters

- ▶ **Candidates**
- ▶ **Submissions**
- ▼ **Requisitions**
 - Draft
 - Pending
 - Open
 - On Hold
- Organization
- Primary Location
- Job Field
- Requisition ID
- 11000000a8



The candidate list for the selected requisition will appear. To access a candidate's information, click on the candidate's name.

Candidates

More Actions

Candidate	2	Req. ID, Title	1	Selection Step, Status
▼ 11000000A8 - Director of ATS				
Candidate, Adrienne (11307)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Candidate, Bradley (11308)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Candidate, Dean (11284)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Hodge, Jackson (12681)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Jones, Paul (11606)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Little, Chicken (10220)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Mouse, Mickey (10801)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Watson, Tom (12521)		11000000A8 - Director of ATS		Search Committee Review -



Hodge, Jackson applied for job:

Director of ATS (11000000A8)

13 out of 17 candida

Print icon, Email icon, No icon, More Actions dropdown

Navigation icons: Home, Back, Forward, Refresh

- Job Submission
- Attachments
- Tasks
- History

Show history for

11000000A8 - Director of ATS

12 out of 12 event categories

Modify...

If the History of the applicant appears, click on the Job Submission tab to see the candidate's data.

Date	Events	Language	Details	Comments	By
▼ 11000000A8 (Director of ATS)					
Dec 31, 2011 10:20 AM	Candidate shared	en	The information on this candidate has been shared with: JHODGE@TENNESSEE.EDU		Janice Hodge(Recruiter)
Dec 31, 2011 10:20 AM	Correspondence sent	en	Share Candidate Notification - Candidate(s) for Director of ATS		System



Candidate, Adrienne applied for job:
Director of ATS (11000000A8)

More Actions

To change the step or status of an applicant while in his/her profile, click on More Actions.

1 out of 8 candidat

Job Submission Attachments Tasks History

1. Candidate Personal Information

Candidate Personal Information

First Name	Last Name
Adrienne	Candidate
Anonymous Submission	
No	
Internal Candidate	
No	
Address (line 1)	
1555 East Avenue	
City	Zip/Postal Code
Knoxville	32790
Place of Residence	



If the action to be taken is to reject the applicant, click on Reject Candidate.

Recruiting

Candidate Submission

Candidate, Adrienne

ID 11307
Required 0 / 0
Assets 0 / 0
Step Search Committee Review
Status To Be Reviewed

Other Submissions
[Active \(0\)](#)
[Inactive \(0\)](#)

Language English
Creation Date Dec 19, 2011
Medium

Candidate, Adrienne applied for job:
Director of ATS (1100000A8)

Job Submission [icon] More Actions

- Create Self-assigned T...
- Candidate has Declin...
- Change Step/status...
- Reject Candidate...**
- Capture Competitive...
- Capture Expectations...

1. Cand

Candidate Personal Information

First Name	Adrienne	Last Name	Candidate
Anonymous Submission	No		
Internal Candidate	No		
Address (line 1)	1555 East Avenue		
City	Knoxville	Zip/Postal Code	32790



At the time you reject a candidate, you must give the reason for rejection (this will save you time at the end). Scroll to see the entire list of rejection reasons.

Change Step and Status

New Step 

New Status

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

Send correspondence
 Submit to Talent Exchange

Additional Information
* Details or Disposition

- Application received too late
- Did not complete the hiring process - No show for interview
- Did not complete the hiring process - Declined full processing
- Unable to Contact Applicant - Phone disconnected
- Unable to Contact Applicant - No forwarding address
- Unable to Contact Applicant - Never returned calls
- More qualified candidate selected

Comments



Check the appropriate reason for rejecting applicant.

A screenshot of a web application form. On the left, under the heading 'Additional Information', there is a section for 'Detailed Disposition' with a list of reasons for rejection. The first option, 'Does not meet the minimum qualifications of the position', is selected with a checkmark. Other options include 'Not eligible to work in this country', 'Internal applicant is not eligible to transfer', 'Not willing to travel', 'Not willing to relocate', 'Failed testing - Physical Exam', and 'Failed testing - Failed drug/alcohol test'. To the right of this list is a large text area labeled 'Comments'. At the bottom right of the form are three buttons: 'Save and Continue', 'Save and Close', and 'Cancel'. A red arrow points from the text box above to the first checkbox.

Click Save and Close.

HINT: You may reject multiple applicants at the same time ONLY if the reject reason is the same for all selected applicants. Follow the instructions on the following slides for choosing multiple applicants.



From this display, you may choose multiple candidates and change their status.

Candidates					
More Actions ▾					
<input type="checkbox"/>	Candidate	2 ▲	Req. ID, Title	1 ▲ Selection Step, Status	
▼ 1100000A8 - Director of ATS					
	Candidate, Adrienne (11307)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Candidate, Bradley (11308)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Candidate, Dean (11284)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Hodge, Jackson (12681)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Jones, Paul (11606)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Little, Chicken (10220)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Mouse, Mickey (10801)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Watson, Tom (12521)		1100000A8 - Director of ATS	Search Committee Review -	



Choose candidates by checking the box to the left of the names.

The screenshot shows a recruitment system interface with a list of candidates. A 'More Actions' dropdown menu is open, highlighting the 'Change Step/status...' option. A red callout box points to this option with the text: 'To change the status of all chosen applicants, click More Actions, then Change Step/status.'

Req. ID, Title	1	Selection Step, Status
000000A8 - Director of ATS		Search Committee Review - Rejected
000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
11000000A8 - Director of ATS		Search Committee Review - Waiting for Response
11000000A8 - Director of ATS		Search Committee Review - Waiting for Response

1 to 8 out of 8 candidates - 3 candidates selected



Change Step and Status

Current Step

Search Committee Review

Current Status

To Be Reviewed

Information

New Step

Search Committee Review

New Status

Waiting for Response

Primary Pool for OED Approval

Secondary Pool Approved by OED*

Primary Pool Approved by OED*

Rejected

Has Declined

If at any time during the hiring process, a candidate indicates he/she is no longer interested in the position, you may indicate so by changing the status to Has Declined.



Change Step and Status

Information

New Step

Search Committee Review

New Status

Has Declined

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

Send correspondence

Additional Information

* Details or Disposition

- Not able / not willing to travel
- Due to spousal employment situation
- Not interested in working for The University of Tennessee
- Not interested in this position
- Feels that salary is insufficient
- Feels that benefits package is unsatisfactory
- Feels that work hours are unsuitable

Comments

Save and Continue Save and Close Cancel

You will be presented a set of reasons why a candidate may no longer be interested. Please choose a reason by checking the box next to the reason.

Click *Save and Close* to return to the candidate list.

Don't forget to sign out when you are finished.