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.
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• 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.

Log in using your netid and password.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.
To view your candidates, click on Recruiting.
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.

- **Your Name**: Shows information about you as an ATS user.
- **Click to return to the Main Menu**: 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.

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 ( ).
The candidate list for the selected requisition will appear. To access a candidate’s information, click on the candidate’s name.
If the History of the applicant appears, click on the Job Submission tab to see the candidate’s data.
To change the step or status of an applicant while in his/her profile, click on More Actions.
If the action to be taken is to reject the applicant, click on Reject Candidate.
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.
Check the appropriate reason for rejecting applicant.

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

To change the status of all chosen applicants, click More Actions, then Change Step/status.
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.
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.