Declining (Dispositioning) Candidates
Once you have filled all the positions in your job requisition and are ready to finish your recruitment process,
you will need to decline any remaining active candidates who were not offered a job.

 To disposition a candidate, navigate to the
Recruiting Dashboard, then select the job
requisition that you are declining
candidates from.

Click on the Candidates tab. This tab will
give you an overview of all activate
candidates for that job requisition. Select
the check box next to the candidates you
would like to decline. Then navigate to the
bottom of the page, click on Decline.
Alternatively, you can decline from the
individual candidate profile. Click on the
candidate’s name to access the profile.

Contact the Student Employment Office with any questions!