



## Setting Up Applicant Disposition Codes

Good disposition codes should allow us to (1) filter out candidates that do not meet the regulatory definition of “applicant” and, when necessary, (2) complete a “step analysis” that can help pin-point where in the application process potential issues of disparate impact are arising. If you have the space available, use two fields to make up the applicant disposition: a “status” field (rejected, hired, et al) and a (initial review, phone screen, et al). Although as presented here it is assumed that there are two fields used together to make up a candidate’s disposition, this can also be done with a single field.

Attached is a table that gives examples of which “status” disposition codes go with each “step.” This is not an exhaustive list of “status” disposition codes and “steps,” so each company might need to tailor this to their application process.

**Status Field:** The status field will allow us to remove individuals who don’t meet the regulatory definition of “applicant.” To be an “applicant” a job seeker must (1) express interest in employment, (2) be considered for a specific position, (3) meet the basic qualions of the position applied for (as advertised), and (4) remain interested through the offer stage. With that in mind, here are some basic “status” dispositions (with notes) that you may consider:

- Resume not reviewed. (Does not meet pillar (2))
- Rejected: Does not meet minimum education qualifications. (Does not meet pillar (3))
- Rejected: Does not meet minimum experience qualifications. (Does not meet pillar (3))
- Rejected: Requested salary too high. (If discussed before the offer stage then would not meet pillar (4). This is just an example, others may also be useful)
- Rejected: More qualified candidate selected, [insert reason]. (To be used only with stages beyond the initial review in order to explain why someone meeting the basic qualifications was not hired.)
- Failed to respond to at least two attempts to contact. (Does not meet pillar (4))
- Offer made.
- Offer rejected, compensation.
- Failed background/drug check.
- Offer accepted/hired.

**Step Field:** For the “step” field, use whatever fields are necessary to describe the process from “application received” to “offer.” Steps are likely sequential. Step one: application received. Step two: reviewed by recruiter. ...

**Please note:** The Office of Federal Contract Compliance Programs has reached several recent settlements with federal contractors over *steering* claims, asserting that women, men, minority, and/or non-minority applicants/employees are steered into to higher or lower paid positions by employers. Because of this, contractors should be careful when using disposition codes like: “Candidate selected for another Position” and should, in general, avoid moving candidates between requisition pools. Best practice is to only consider applicants for the specific positions/requisitions to which they apply to ensure documentation of employee/applicant preferences.

Application Submission	Application Review	Phone Screen/Initial Interview	In-Person Interview	Offer/Hire
<ul style="list-style-type: none"> <li>▪ Resume not reviewed. (Does not meet criteria (2))</li> <li>▪ Requisition closed. No hire made.</li> <li>▪ Application received too late. Resume not reviewed. (Does not meet criteria (2))</li> </ul>	<ul style="list-style-type: none"> <li>▪ Does not meet minimum education qualifications. (Does not meet criteria (3))</li> <li>▪ Does not meet minimum experience qualifications. (Does not criteria (3))</li> <li>▪ Candidate did not respond to requests for additional information. Failed to respond to at least two attempts to contact. (Does not meet criteria (4))</li> <li>▪ More qualified candidate selected, [insert reason]. (To be used only with stages beyond the initial review in order to explain why someone meeting the basic qualifications was not hired.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Failed to respond to at least two attempts to contact. (Does not meet criteria (4))</li> <li>▪ More qualified candidate selected, [insert reason]. (To be used only with stages beyond the initial review in order to explain why someone meeting the basic qualifications was not hired.)</li> <li>▪ Requested salary too high. (If discussed before the offer stage then would not meet criteria (4).)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Failed to respond to at least two attempts to contact to setup interview. (Does not meet criteria (4))</li> <li>▪ Not willing/able to relocate. (Does not meet criteria (4))</li> <li>▪ Not available for employment at time needed by company and/or department. (Does not meet criteria (4))</li> <li>▪ Interview revealed that candidate was not interested in the nature of job assignments required in the position.</li> <li>▪ Interview revealed that candidate was not well prepared, did not respond to questions clearly, and/or was unable to clearly communicate ideas or concepts.</li> <li>▪ Interview revealed that the candidate's job interests were not compatible with what department is seeking.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Offer rejected: compensation.</li> <li>▪ Offer rejected: accepted another position.</li> <li>▪ Offer rejected, not able to relocate.</li> <li>▪ Offer rejected: no explanation.</li> <li>▪ Failed background/drug check.</li> <li>▪ Unsatisfactory reference check.</li> <li>▪ Hired.</li> </ul>

**Note:** This table illustrates a simplified hiring process where there are only five steps: application submission, application review, initial phone screen/interview, in-person interview, and offer/hire, and includes a limited sample of possible disposition codes. Your process and your disposition codes may be different. This is intended only to provide you with a general guidance. Please contact your MALY consultant for assistance tailored to your specific needs.