

Guidance on each Not Hired final dispositions in Cornerstone:

Voluntary Withdrawal – automatically assigned when an applicant withdraws their application through the candidate portal.

Closed as Duplicate – used only when an applicant applies for the same position more than one time.

Not Eligible for Rehire – used only if you have direct knowledge and/or have been in communication with HR.

Application Withdrawn – when the applicant tells you they no longer wish to be considered for your open position.

Applied after offer was extended – must be verifiable based on offer and submission dates

Candidate accepted another job – specific reason for application withdrawn

Candidate not in screened applicant pool – when you have not reviewed a candidate's material and should be based on a specific criteria that you can provide if called upon. For example: large applicant pools reviewed 20 applicants at a time based on application submission dates in determining a narrow interview pool.

Does not meet minimum qualifications – when the candidate does not meet the minimum qualifications as posted in the job ad which are from your approved job description

Failed Pre-Screening – automatically assigned through Cornerstone system when a candidate selects an incorrect answer to one of the prescreening questions. This can also be used in cases where your job has approved prescreening assessments.

Failed to show for interview – when candidate did not attend/show up for a scheduled interview.

Incomplete Application – when you requested specific information in your job ad that was not supplied by a candidate when they applied for the position.

More qualified candidate selected – when a candidate meets the minimum qualifications and none of the other dispositions apply.

Offer rejected by candidate – when either a verbal or written offer is rejected by the candidate.

Position is cancelled or not filled – if no hire will be made within the requisition.

Unable to contact – when a candidate does not respond to phone or electronic communication attempts.