

REVIEWING AND DISPOSITIONING APPLICANTS

Role of Chair and Search Committee

Once the position has been posted and advertising is complete the committee can begin reviewing applications. The Chair should warn the committee about how much time reading and evaluating the applicants' files will take. Inexperienced or busy committee members may otherwise put off reading the files until it is too late to do a thorough evaluation. The chair and the committee should work together to:

- Maintain evaluative consistency and fairness throughout the process.
- Review and assess all initial applicant files using the same criteria formulated by the committee.
- Compare the applicant pool with availability data and decide if additional recruiting is required.
- Try to spend at least 15 – 20 minutes fully reviewing each application as one way to enable equity.
- Communicate with Dean and/or unit chair regarding Diversity Reports in AP Recruit.

Meeting Basic Qualifications

Dispositioning is the process of assigning reasons why applicants did not move forward in the hiring process.

When ready, the committee will need to review applications in AP Recruit and designate whether the applicants Meets or Does Not Meet Basic Qualifications as defined by the qualifications outlined in the posting. All applicants must be marked as "Meets" or "Does Not Meet" Basic Qualifications. A subcommittee of at least two committee members could be assigned to conduct the initial screening for searches with a large number of applications. In cases of doubt or non-agreement between reviewers, reviewers should retain an applicant for review by the full committee. The "Meets" or "Does Not Meet" disposition must be entered in AP Recruit; these entries must be made so that a Diversity Report can be generated and should be completed before the committee begins selection of applicants for a "short list".

Further Dispositioning

Once it has been determined which applicants meet or do not meet basic qualifications, further evaluation and dispositioning must take place. The selection of the "short list" of applicants for interviews should be conducted after sufficient time has been allowed for committee members to thoroughly review the strengths of the applicants on the longer list. During the evaluation and dispositioning the Chair needs to be sure standards are being applied uniformly. The search committee needs to be able to defend every decision for rejecting or retaining an applicant.

Dispositioning in AP Recruit is done in two ways:

As applicants move forward in the recruitment process the following statuses should be updated and are available by clicking on "Manage" under the Applicants name. At the top of the page click on "Update Status" for the following options:

- Not Complete
- Serious Consideration
- Recommended for Interview
- Proposed Candidate
- Offered
- Accepted Offered
- Hired
- Withdrawn

Applicants marked as “Serious Consideration” will appear on the Short List Report.

All other applicants can be dispositioned by clicking on the “Assign Reasons” button at the top of the applicant list page.

Disposition reasons are an important component of the final Search Report and are required for all applicants on all recruitments. The disposition reason cannot be in conflict with the qualifications and requirements included in the job posting. Dispositioning can be completed throughout the search process, and must be complete by the end of the recruitment. For specific information on how to assign disposition reasons in AP Recruit contact your school’s Academic Personnel staff.