

ACTIVITY/DISPOSITION CODE LIST FOR HIRING

STAGE: HIRING MANAGER REVIEW

These three optional codes are available to hiring managers to review and sort applicants in a manner than fits their business process, e.g., high/medium/low, yes/no/maybe.

- *Reviewed by HM – A*
- *Reviewed by HM – B*
- *Reviewed by HM – C*
- *Reviewed by HM – Considered Not Selected – Not Qualified*
- *Reviewed by HM – Considered Not Selected – Not Top Group*
- *Reviewed by HM – Considered Not Selected – No Show/No Response*
- *Reviewed by HM – Considered Not Selected – Not Reviewed*
- *Resume Sent to Reviewer’s Workbench*

STAGE: INTERVIEW

- | | | |
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| 1. <i>Phone Screen</i> | 1. <i>Interview-Virtual/Phone</i> | 1. <i>Interview-In Person</i> |
| 2. <i>Phone Screen – Considered Not Selected – Not Top Group</i> | 2. <i>Interview Virtual – Considered Not Selected – Not Top Group</i> | 2. <i>Interview In Person – Not Top Group</i> |
| 3. <i>Phone Screen – Considered Not Selected – No Show/No Response</i> | 3. <i>Interview Virtual– Considered Not Selected – No Show/No Response</i> | 3. <i>Interview In Person – Considered Not Selected – No Show/No Response</i> |
| 4. <i>Phone Screen – Considered Not Selected – Unfavorable Interview</i> | 4. <i>Interview Virtual– Considered Not Selected – Unfavorable Interview</i> | 4. <i>Interview In Person – Considered Not Selected – Unfavorable Interview</i> |

STAGE: REFERENCE CHECK

- *Reference Check*
- *Reference Check – Considered Not Selected – Not Top Group*

STAGE: OFFER

- *Request Approval for Offer*
- *Offer Declined*
- *Offer Rescinded*

STAGE: PRE-HIRE

- *Department Hire (pre-Hire)*

STAGE: HIRED

- *Hired/Accepted*
- *Hired – No Show*

STAGE: WITHDRAW

- *Candidate Withdrew*

OTHER

- *Call Candidate*
- *Note*
- *Letter Sent*