

# Final Dispositioning/Requisition Closeout Guide

Once a requisition has been filled, **ALL** candidates that have been forwarded to the Hiring Manager **must have a final disposition code**. The outline below is provided as a guide to ensure this has been completed.

**For any candidates who had references checked and were *not* selected, the Hiring Manager**

- Contacts by phone, email, or letter and informs of non-selection
- Adds a final disposition of "Reference Check – Considered Not Selected – Not Top Group"

**For any candidates interviewed (phone screen, virtual, or in-person), the Hiring Manager**

- Contacts by phone, email, or letter and informs of non-selection
- Adds the appropriate final disposition In UWHires according to the type of interview
  - Phone Screen – Considered Not Selected – Not Top Group
  - Phone Screen – Considered Not Selected – No Show/No Response
  - Phone Screen – Considered Not Selected – Unfavorable Interview
  - Interview Virtual – Considered Not Selected – Not Top Group
  - Interview Virtual– Considered Not Selected – No Show/No Response
  - Interview Virtual– Considered Not Selected – Unfavorable Interview
  - In Person Interview– Not Top Group
  - In Person Interview– Considered Not Selected – No Show/No Response
  - In Person Interview– Considered Not Selected – Unfavorable Interview

**For any remaining candidates who have not been placed in a final disposition the HIRING MANAGER**

- Adds the appropriate final disposition In UWHires to the reason not selected
  - 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