Reviewing lecturer pools and using disposition reasons/comments

For each lecturer pool Search Report the following information needs to be clear for every applicant:

1. The semester or year of the specific hiring need (for example, for one semester – fall 2015, or both semesters – the 2015-16 academic year).

2. The specific area or course the individual was considered for (e.g., Jazz, Chinese, U.S. History, Poverty in America, etc.).

3. The individual's status at the time the Search Report is submitted:

   a. **Permanent deselection** (minimally qualified, reviewed, deselected – will not be considered again). When this is used it only needs to be stated once.
   b. **Wrong specialization** (minimally qualified, reviewed, incorrect specialization, deselected for current specific search area, will be reviewed again next time)
   c. **Deselected for current need** (minimally qualified, reviewed, correct specialization, not selected for an interview, will be reviewed again next time)
   d. **Interviewed** (minimally qualified, reviewed, interviewed, not proposed candidate, will be reviewed again next time)
   e. **Proposed candidate** (minimally qualified, reviewed, interviewed, selected).

EXAMPLE

Round 1: Need for fall, 2015 in Jazz

Candidate outcome for current need	Candidate status	Disposition reason(s)	Disposition reason/comment
Permanent deselection. Will not be hired	Complete	Select reason(s), or choose 'Other' and state the reason.	Fall, 2015 (Jazz): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future.	Complete	'Other'	Fall, 2015 (Jazz): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Select reason(s), or choose 'Other' and state the reason.	Fall, 2015 (Jazz): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Select the disposition reason(s).	Fall, 2015 (Jazz): Several sentences about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Fall, 2015 (Jazz): Several sentences about why this person is the proposed candidate for this particular need.

Round 2: Need for spring, 2016 in Music History

Candidate outcome for current need	Candidate status	Disposition reason	Disposition reason/comment
Permanent deselection. Will not be hired.	Complete	Select reason(s), or choose 'Other' and state the reason.	**Only given to candidates who applied after the review dates for the last Search Report.** Spring, 2016 (Music History): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future	Complete	Disposition reason fall, 2015: Reason selected. Disposition reason spring, 2016: 'Other'	Fall, 2015 (Jazz): Correct area, not selected. Disposition reason provided. Will consider again for future needs. Spring, 2016 (Music History): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Disposition reason fall, 2015: 'Other' Disposition reason spring, 2016: Select reason(s), or choose 'Other' and state the reason.	Fall, 2015 (Jazz): Wrong specialization, will consider again for future needs. Spring, 2016 (Music History): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Disposition reason fall, 2015: 'Other' Disposition reason spring, 2016: Select the disposition reason	Fall, 2015 (Jazz): Wrong specialization, will consider again for future needs. Spring, 2016 (Music History): Several sentences about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Fall, 2015 (Jazz): Wrong specialization, will consider again for future needs. Spring, 2016 (Music History): Several sentences about why this person is the proposed candidate for particular need.

How to assign the reasons in bulk (e.g., "Spring, 2015 [Music History]: Wrong specialization, will consider again for future needs"):

- Click on the names of the candidates who need the same comment
- Click "Edit comments for selected applicants"
- Type in the comment
- Select "Keep existing comments and append the new comment"