

Overview: Job Candidate Decline Reasons

Last updated September 2, 2020

Potential Candidate - Hold

- This selection is intended to hold a candidate in your candidate list who meets the requirements of the position but perhaps isn't on your list of initial candidates for outreach. You can continue to consider this candidate throughout the process. This category does not trigger an email to the candidate.

Not qualified, Does not meet minimum requirements of position

- Use this selection if a candidate does not meet the minimum requirements of the position and is therefore not qualified to be considered.

Salary requirement above range

- Use this selection if the candidate's salary preferences are significantly above the range for this position.

Incomplete application, insufficient information provided by candidate

- Use this selection if a candidate has not fully completed the employment application or submitted appropriate documents, which therefore make it difficult for you to assess their candidacy and qualifications.

Considered - Moved forward with other candidate(s)

- Use this selection if you have vetted this candidate at one or more steps in the hiring process but feel that other candidates are better qualified or suited for the position.

Considered - Not qualified

- Use this selection if you have vetted this candidate at one or more steps in the hiring process and have learned that they are not qualified for the position.

Candidate withdraw

- Use this selection if the candidate chooses to withdraw from the search.

Candidate application moved to another job requisition

- Use this selection if you choose to move the candidate's application to another open job requisition/position and are therefore no longer considering them for your position. No email is sent to the candidate. However, you can send a message to the candidate through the job requisition.

Internal candidate applied externally (internal questionnaire)

- Use this selection to flag that an internal candidate has applied using the incorrect process. The internal candidate will receive an email and be provided with the appropriate steps to apply correctly.

Position Filled - Not Hired

- This selection will be automatically applied at the end of a search to any candidates who have not been categorized. This will trigger an email notification informing the candidates that the position has been filled.