People and Money system

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Hiring Guide - How to Reject a Candidate

Hiring Manager, School Dept Admin and Business Support Team

Estimated time to complete: 6 minutes

In Brief…

Rejecting Candidates

1. From the Home page:
   - click on My Team if you are a Line Manager or Hiring Manager
   - click on My Client Groups if you are Business Support or School/Department Administration

2. Click on the Hiring App

3. Click on the applicable requisition in the Job Requisitions page.

4. In the Overview page, select Active Applications.

5. Click the checkbox next to the applicable candidate(s), then click the Action button and select Move.

6. Select State: Rejected by Employer and provide a rejection reason.

7. Click Save and Close

For detailed guidance, see the next section.
Notifying Rejected Candidates

1. From the Home page:
   - click on My Team if you are a Line Manager or Hiring Manager
   - click on My Client Groups if you are Business Support or School/Department Administration

2. In the Job Requisitions page, click on the applicable requisition.

3. In the Overview page, select Active Applications.

4. If you cannot see the filters, click the Show Filters link to display them.

5. Select Inactive in “Application Details” and Rejected by Employer in “State” and click OK.

6. Click the checkbox next to the candidate(s) with the status Rejected by Employer, and select Send Message.

7. In Candidates, review the names selected.

8. Click Continue.

9. To use one of the generic rejection emails, in the How section: Click Use and select Template. Select an option in Design and select an appropriate option in the Message Template field.

10. Click Continue.

11. In the Message section, if necessary, manually amend the email text and/or insert candidate Token fields.

12. Click Continue.

13. Review the email in Preview section.

14. Click Send.

For detailed guidance, see the next section.
Rejecting Candidates

1. From the Home page, either:

   click on My Team and select the Hiring App if you are a Line/Hiring Manager.

   ![Image](image1.png)

   Or

   click on My Client Groups and select the Hiring App if you are if you are Business Support or School/Department Administration.

   ![Image](image2.png)
2. In the **Job Requisitions** page click on the relevant requisition.

3. In the **Overview** page, select **Active Applications**.

4. Click the checkbox next to the applicable candidate(s).
5. Click the **Actions** button and select **Move**.

6. In the **Details** section of the **Move Candidate** page:
   
a. Click the down arrow in the **Phase** field and choose the appropriate option.

   b. Click the down arrow in the **State** field and select **Rejected by Employer**.
7. New fields appear in the Details section:
   a. Click **Reason** and select the relevant option for rejecting the candidate(s).
      (To read an explanation of the **Rejection Reason Types**, go to **Appendix 1**.)
   b. Enter an appropriate **Comment**.
   c. Click **Save and Close**.

8. Click the **Home** button to return to the Home page.
Notifying Rejected Candidates

You can select up to 50 candidates at a time to be sent a rejection email.

This process can also be used to send a message to candidates at any stage during recruitment. The candidate does not have to have the “rejected” status.

1. From the **Home** page, either:
   - click on **My Team** and select the **Hiring** App if you are a Line/Hiring Manager.
   - click on **My Client Groups** and select the **Hiring** App if you are Business Support or School/Department Administration.
2. In the **Job Requisitions** page click on the relevant requisition.

3. In the **Overview** page, select **Active Applications**.

4. If you cannot see the filters, click the **Show Filters** link.
5. To view the candidates with the status “Rejected by Employer”:
   a. Select the Application Details filter Inactive
   b. Select the State filter Rejected by Employer
   c. Click OK.

6. Click the checkbox next to the candidate(s) with the status Rejected by Employer. Next, click the Actions button and select Send Message.
7. In the **Send Message** page, review the candidates selected and click **Continue**.

8. In the **How** section to set up the rejection email template:

   a. Click the down arrow in the **Use** field and select **Template**. *(Note: If you select “Blank Message” you will need to enter the text you would like the candidate to receive.)*

   b. Select an option in the **Design** field.

   c. Select an appropriate option in the **Message Template** field. *(Note: You will not see this field if you selected “Blank Message.”)*

   d. Click on **Continue**.
9. In the **Message** section, if necessary, the email can be amended manually and/or candidate **Token** fields inserted. The token is replaced by a specific value for each candidate’s rejection email.

The template becomes personalised by merging the candidate’s details as a replacement for the token, eg. the first name.

10. Click on **Continue**

11. Review the email in **Preview** section.

12. Click **Send** to forward the email to the rejected candidates.
Please refer to the Glossary
## Appendix 1 – Rejection Reason Types

<table>
<thead>
<tr>
<th>Use</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed minimum eligibility criteria</td>
<td>The candidate has not met the minimum eligibility criteria which will vary depending upon the role, eg. the applicant must have a degree.</td>
</tr>
<tr>
<td>Incomplete Application</td>
<td>Either the result of a candidate abandoning their job application or applying by answering some but not all the questions, or with sparse information.</td>
</tr>
<tr>
<td>Inviting for another role</td>
<td>The candidate has been given the opportunity to apply for another role within the Organisation.</td>
</tr>
<tr>
<td>Knowledge, skills and experience adequate but not best</td>
<td>Although adequate, the candidate does not possess the desired level of knowledge, skills and experience to perform the job duties.</td>
</tr>
<tr>
<td>Knowledge, skills and experience below minimum requirement</td>
<td>The level of knowledge, skills and experience the candidate possesses is below the minimum standard required.</td>
</tr>
<tr>
<td>Near miss candidate – met all criteria but stronger candidates</td>
<td>The candidate has the capability, however, other candidates, have more beneficial experience for the role.</td>
</tr>
<tr>
<td>Qualifications adequate but not best</td>
<td>Although adequate, the candidate does not possess the desired level of qualifications for the job.</td>
</tr>
<tr>
<td>Qualifications below minimum requirement</td>
<td>The candidate’s level of qualifications is below the minimum standard required.</td>
</tr>
<tr>
<td>Redeployment of internal employee</td>
<td>The role has been set aside for a member of staff who is eligible for redeployment.</td>
</tr>
</tbody>
</table>
Appendix 1 – Job Requisition Use Types

<table>
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<tr>
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<tbody>
<tr>
<td>Template</td>
<td>A Template contains information for a specific post, eg. a Senior Lecturer and can be used whenever a request for the role is required. A template enables Hiring Managers and Recruiters to create a job requisition that already includes attributes such as the Job Family, Job Function, Department, Grade, and, importantly, the job description (Job Posting).</td>
</tr>
<tr>
<td>Position</td>
<td>Used to create a job requisition for a particular Position within the university (a specific instance of a job in a particular department) where there is a vacant post. Selecting this option means that some information is pre-populated in the job requisition, eg. Job Family, Job Function, Department, Grade, etc. Use this option if there is no Template for the job you are recruiting for as some information is provided.</td>
</tr>
<tr>
<td>Job</td>
<td>When Job is selected, minimal information is pre-populated in the job requisition and the user must ensure they know the department details. (This option is due to come into effect in Phase 3 when job model profiles are setup.) It is preferable to use Position as it contains more content.</td>
</tr>
<tr>
<td>Existing Requisition</td>
<td>Populates the requisition with the content from an existing job requisition, such as the Grade, Department, Posting Description etc. Details can be amended as applicable.</td>
</tr>
<tr>
<td>Blank Requisition</td>
<td>It is recommended that “Template” or “Position” is used to create a new job requisition as these populate the requisition with some data. There is no content in a blank requisition and the user is required it to enter accurate details relevant to the role.</td>
</tr>
</tbody>
</table>

Appendix 2 – Candidate Selection Process

<table>
<thead>
<tr>
<th>Process</th>
<th>Process Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard_UoE_Candidate Selection Process – UoE_CSP_001</td>
<td>This option is for standard job requisitions where an offer letter is extended to the candidate.</td>
</tr>
<tr>
<td>Pipeline_UoE_Candidate Selection Process – UoE_CSP_002</td>
<td>This option must be used for any pipeline job requisition.</td>
</tr>
<tr>
<td>Standard_UoE_Bypass Extend Offer – UoE_CSP_003</td>
<td>This option is used for standard job requisitions where an offer letter is not extended to the candidate.</td>
</tr>
</tbody>
</table>