THE UNIVERSITY of EDINBURGH

People and Money system

We know this format may not be accessible for all. To request this guide in a different format please email hrhelpline@ed.ac.uk.

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

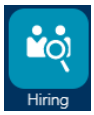
1. From the **Home** page:

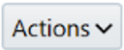
   click on **My Team** 

   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** My Team if you are a Line Manager or Hiring Manager

   click on **My Client Groups** 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** 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** 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**.

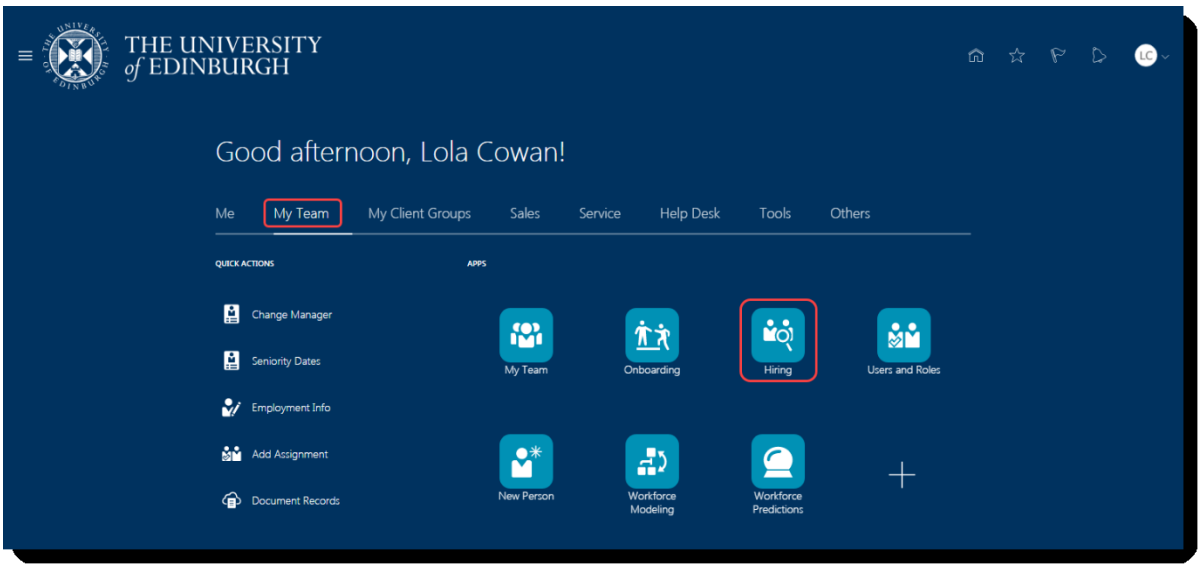
For detailed guidance, see the next section.

In Detail…

Rejecting Candidates

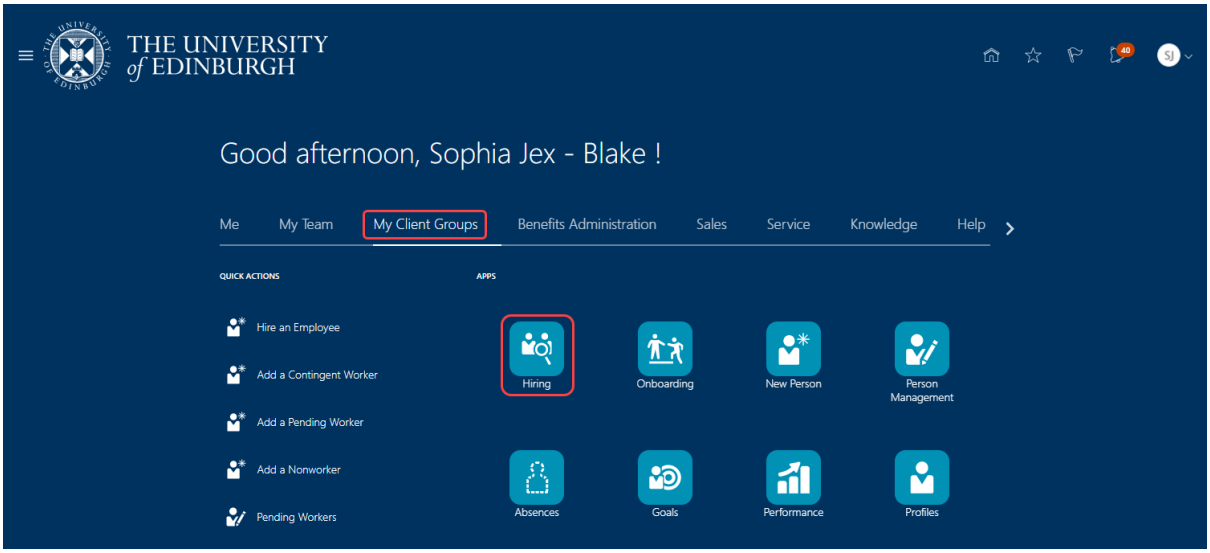
1. From the **Home** page, either:

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

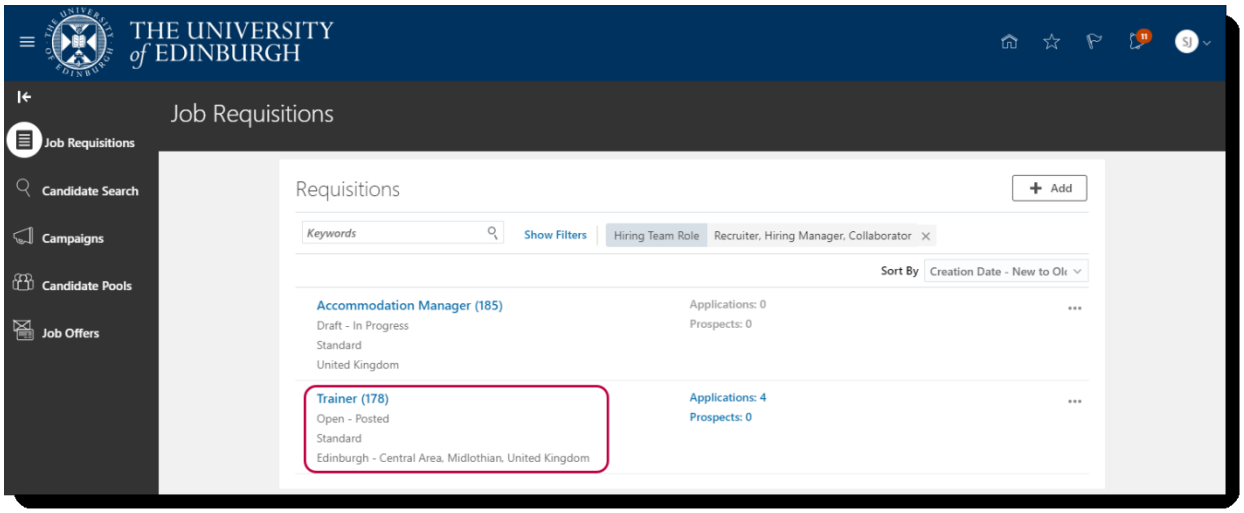


   Or

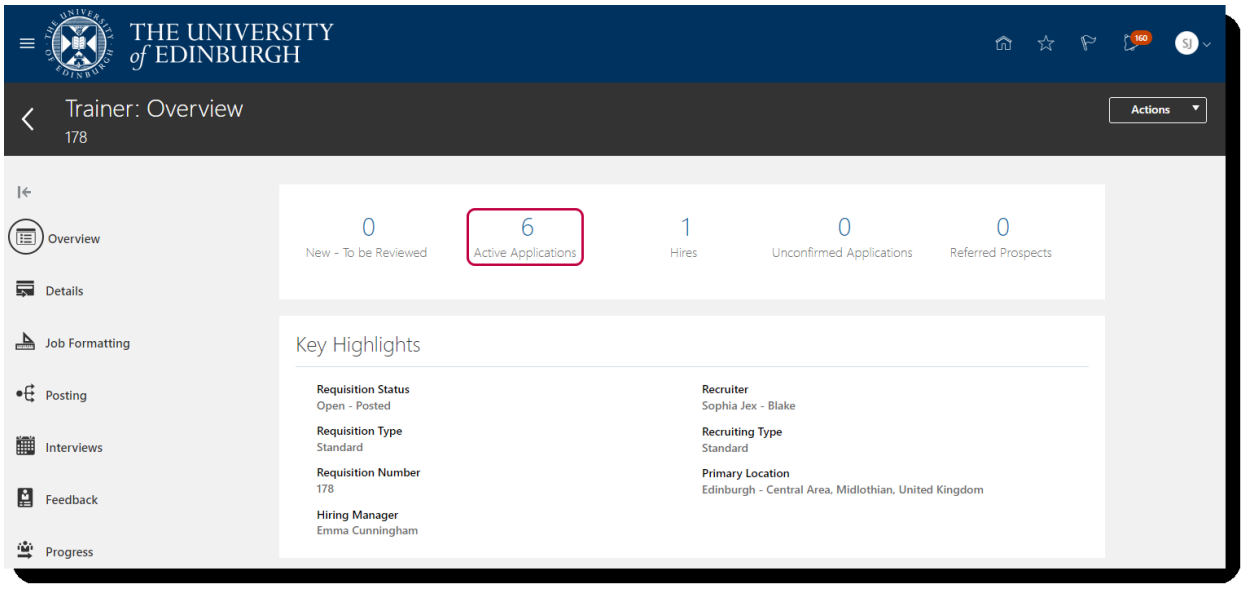
   click on **My Client Groups** and select the **Hiring** App if you are if you are Business Support or School/Department Administration.



2. In the **Job Requisitions** page click on the relevant requisition.

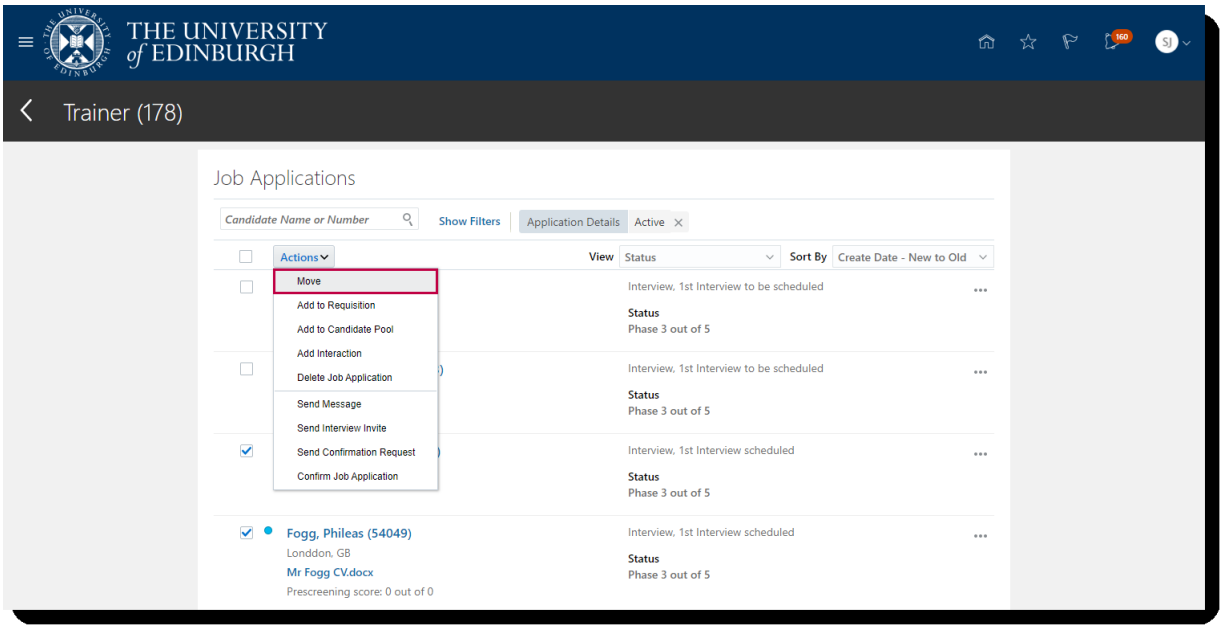


3. In the **Overview** page, select **Active Applications**.



4. Click the checkbox next to the applicable candidate(s).

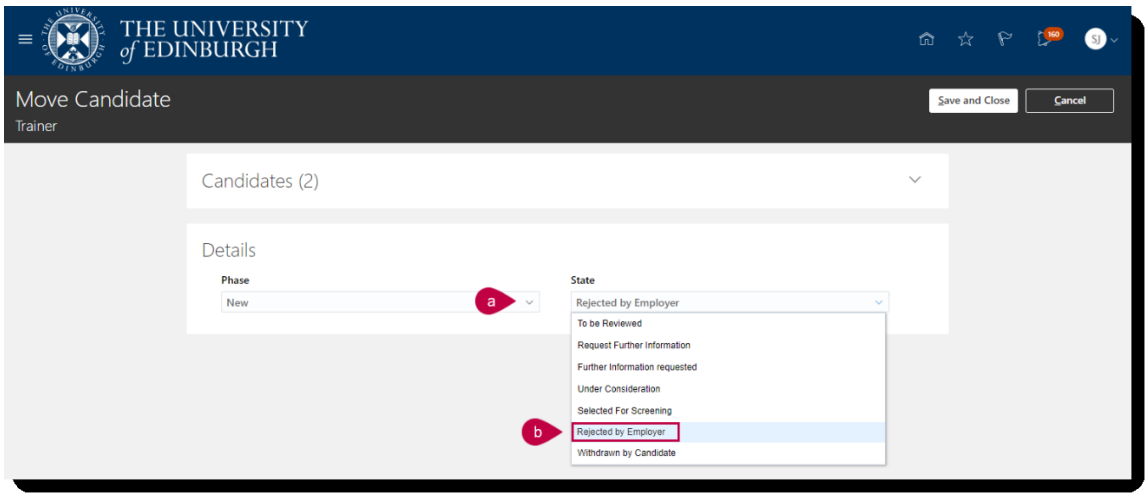
5. Click the **Actions** Actions button and select **Move**.



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**.

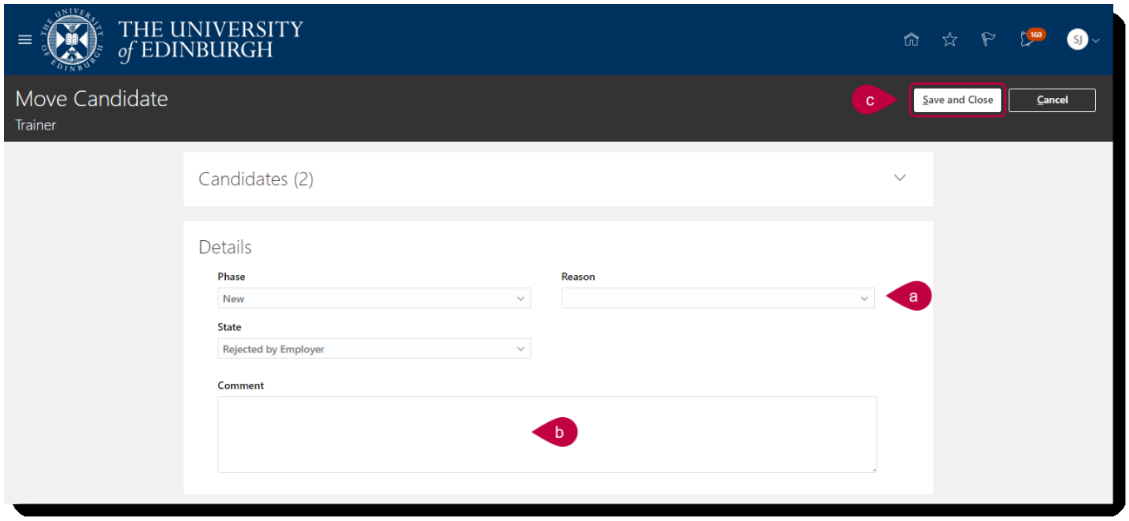


7. New fields appear in the **Details** section:

   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.

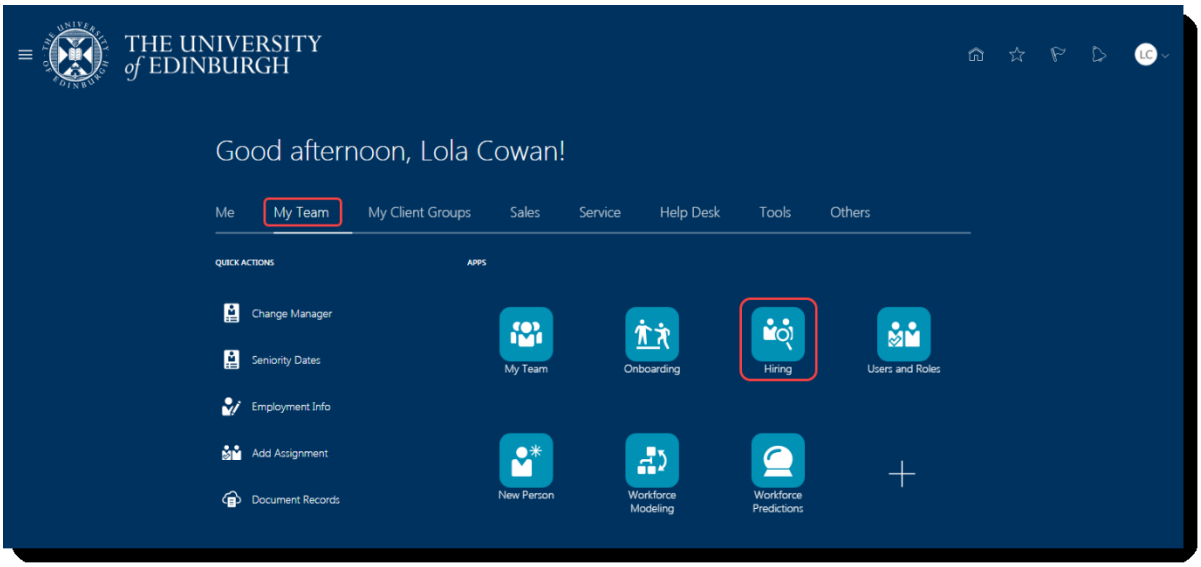
Notifying Rejected Candidates

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.

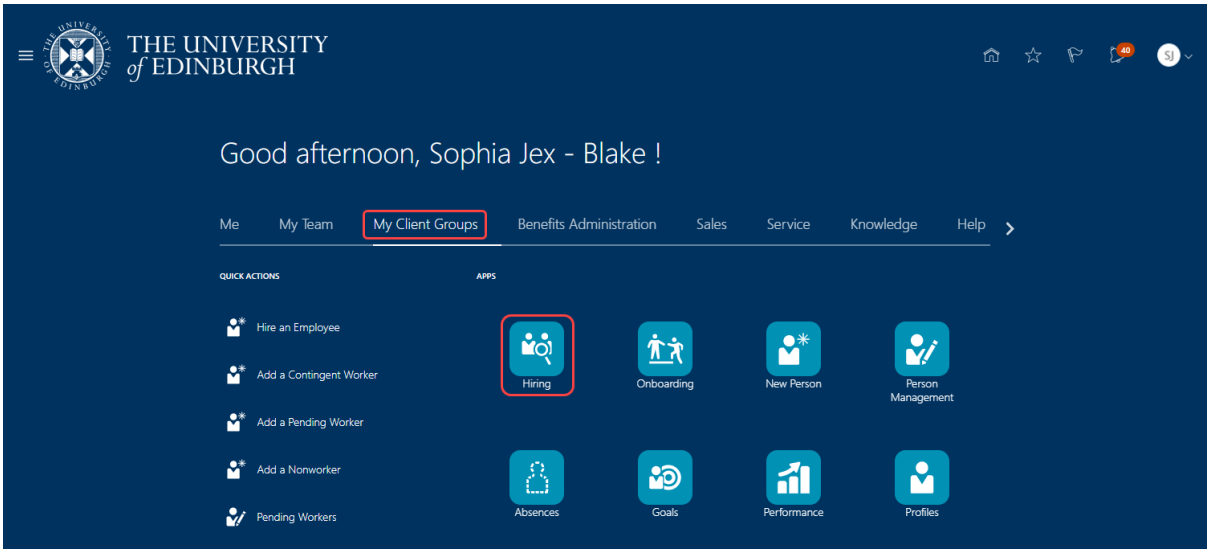
1. From the **Home** page, either:

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

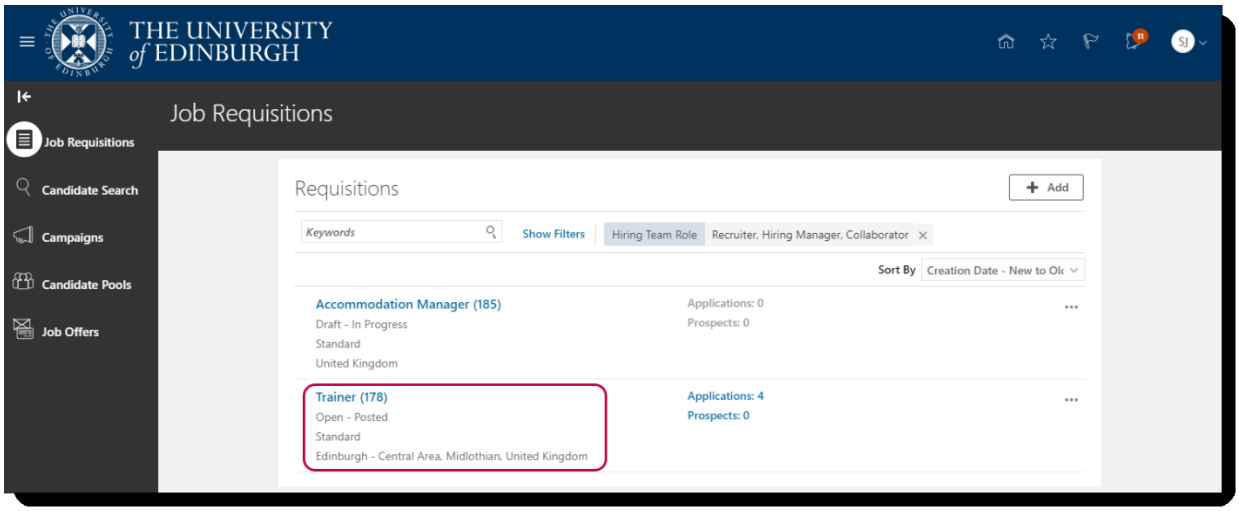


   Or

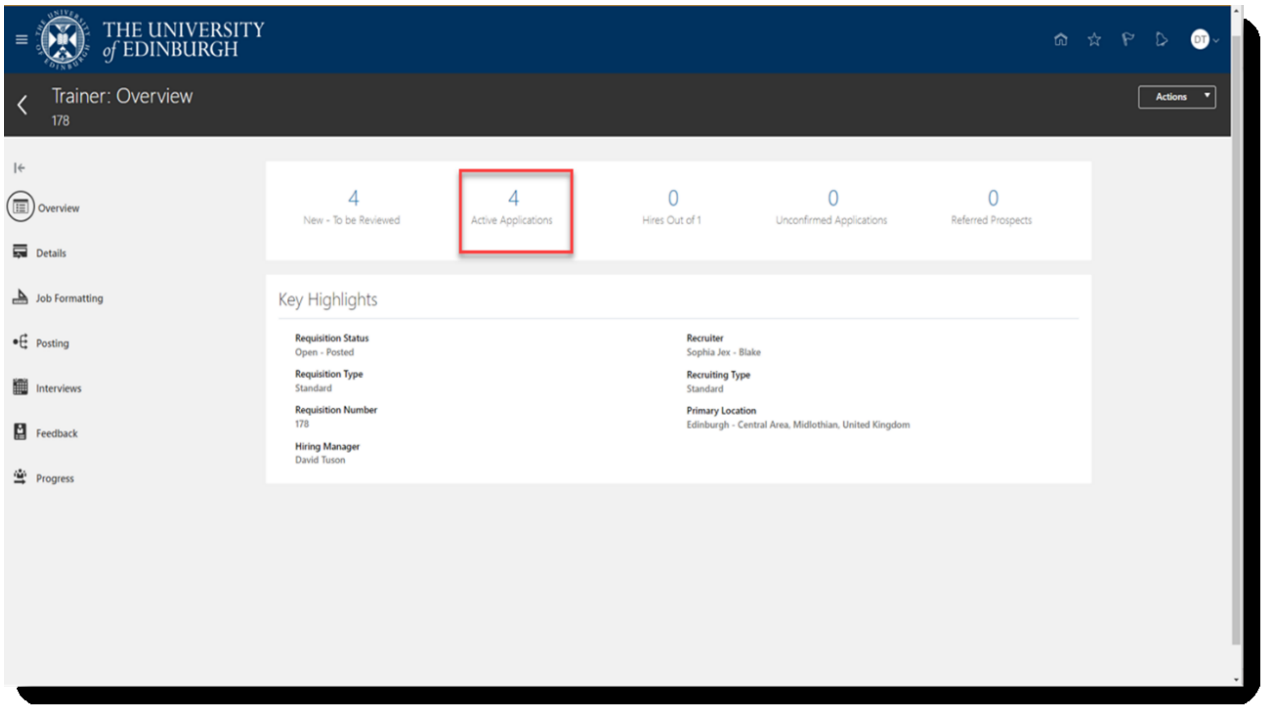
   click on **My Client Groups** and select the **Hiring** App if you are if you are Business Support or School/Department Administration.



2. In the **Job Requisitions** page click on the relevant requisition.



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



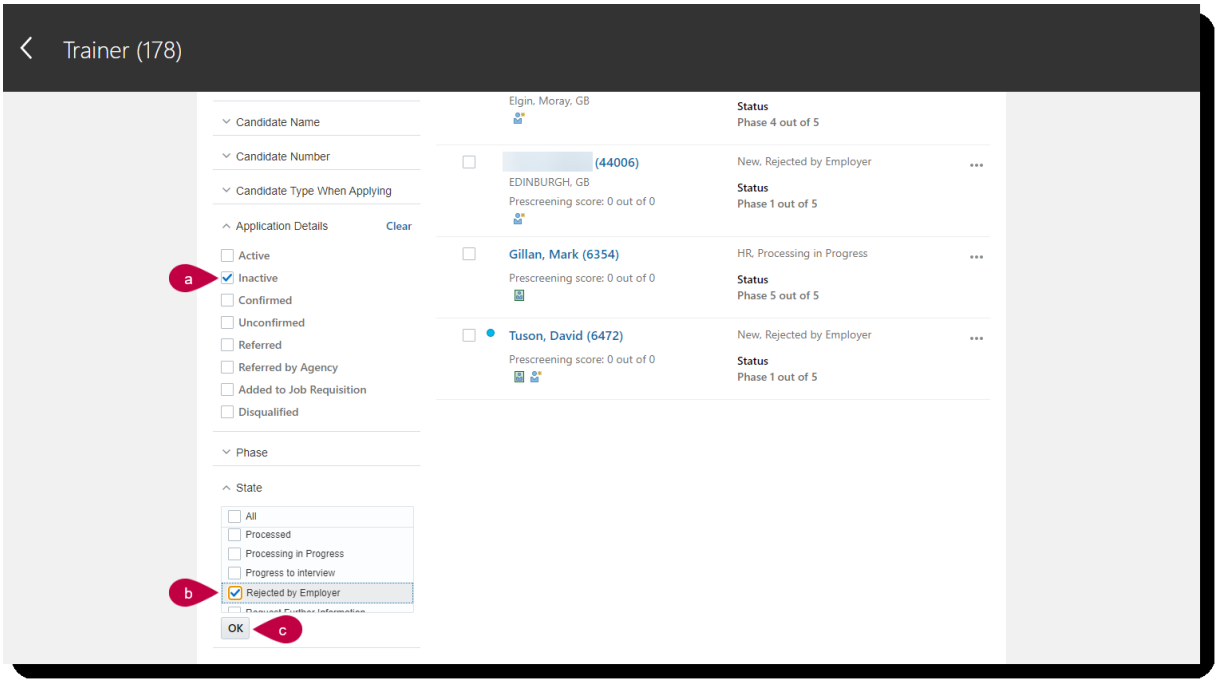
4. If you cannot see the filters, click the **Show Filters** Show Filters link.

5. To view the candidates with the status “Rejected by Employer”:

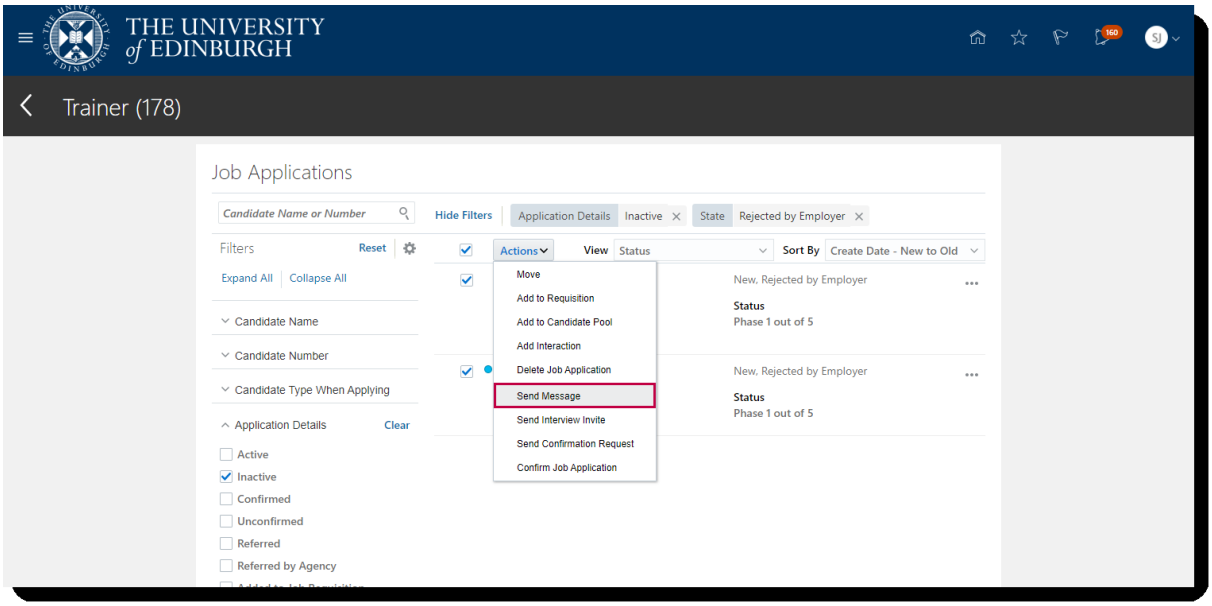
   a. Select the **Application Details** filter **Inactive**

   b. Select the **State** filter **Rejected by Employer**

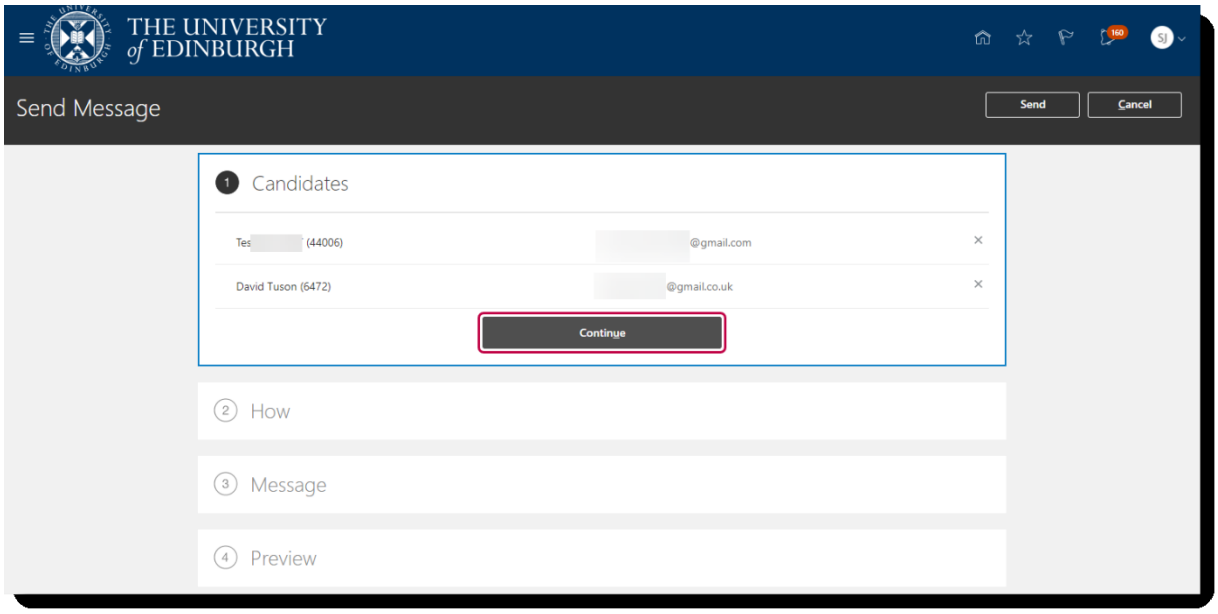
   c. Click **OK**.



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.**



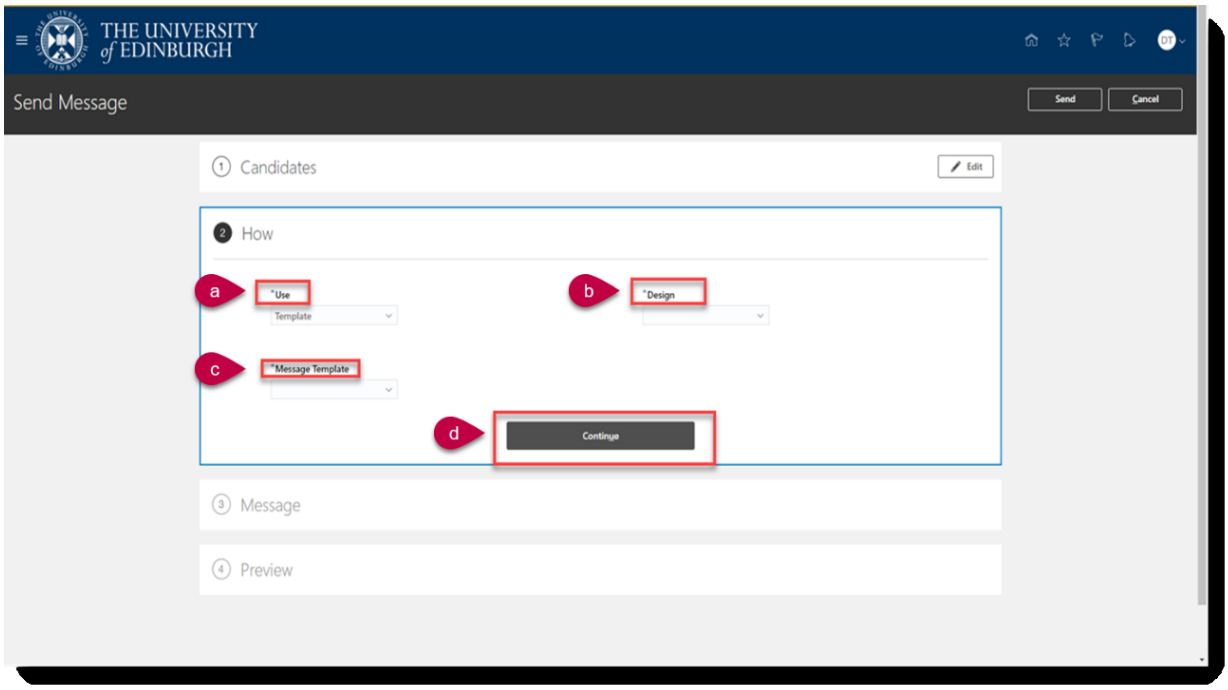
8. In the **How** section to set up the rejection email template:

   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.

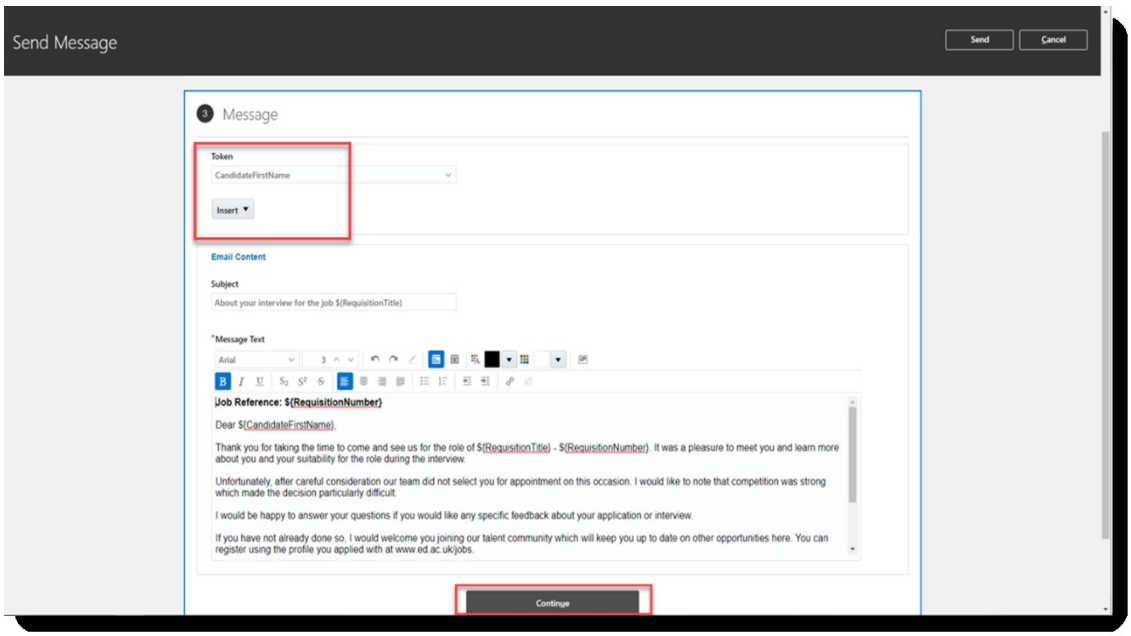
   c. Select an appropriate option in the **Message Template** field. (**Note**: You will not see this field if you selected "Blank Message.")

   d. Click on **Continue**.



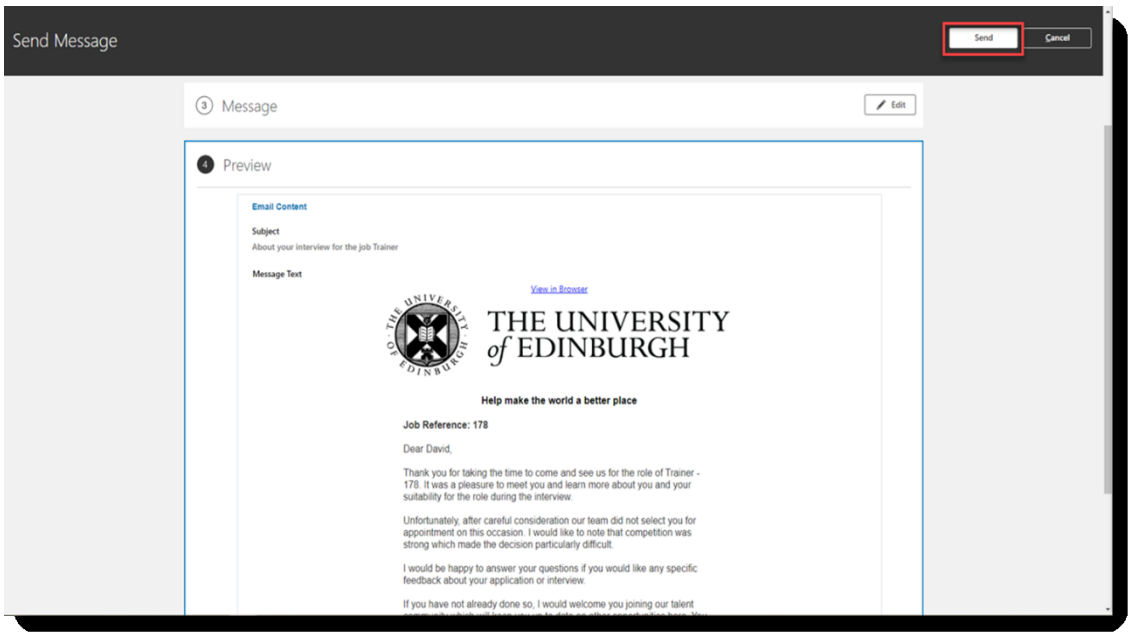
9. In the **Message** section, if necessary, the email can be amended manually and/or candidate **Token** fields inserted. The token is replaced by a specific value for each candidate's rejection email.

   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.

Glossary

Please refer to the Glossary

Appendix

Appendix 1 – **Rejection Reason Types**

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

Glossary

Appendix

Appendix 1 – **Job Requisition Use Types**

Use	**Description**
Template	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).
Position	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.
Job	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.
Existing Requisition	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.
Blank Requisition	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.

Appendix 2 – **Candidate Selection Process**

Process	**Process Description**
Standard_UoE_Candidate Selection Process – UoE_CSP_001	This option is for standard job requisitions where an offer letter is extended to the candidate.
Pipeline_UoE_Candidate Selection Process – UoE_CSP_002	This option must be used for any pipeline job requisition.
Standard_UoE_Bypass Extend Offer – UoE_CSP_003	This option is used for standard job requisitions where an offer letter is not extended to the candidate.