

Dispositions

When a candidate is no longer being considered for a position, *Decline* them and select the correct disposition reason. This will move their application to *Inactive* status. The disposition reason determines if a notification is sent.

Step	Disposition Reason	Notification Received	Internal Communication Sent	External Communication Sent
Review	Candidate withdrew	Notifies the Recruiter not the candidate	No	No
	Did not meet desired attributes	Did not meet desired attributes	Yes	Yes
	Did not meet desired attributes - candidate has Veterans Preference Documentation	Did not meet desired attributes - candidate has Vet Pref Points	Yes	Yes
	Did not meet minimum qualifications	Did not meet minimum qualifications	Yes	Yes
	Did not meet special qualifications	Did not meet special qualifications	Yes	Yes
	Did not submit the required attachments	Did not submit required attachments	Yes	Yes
	Duplicate candidate		No	No
	Incomplete/Insufficient application	Incomplete/Insufficient application	Yes	Yes
	Moved to another requisition	Moved to another requisition	Yes	Yes
	Not eligible to apply	Not eligible to apply	Yes	Yes
	Recruitment canceled	Recruitment canceled	Yes	Yes
Recruitment filled	Recruitment filled	Yes	Yes	
Screen	Additional requested information not provided	Additional requested information not provided	Yes	Yes
	Candidate withdrew		No	No
	Did not meet desired attributes	Did not meet desired attributes	Yes	Yes
	Did not meet minimum qualifications	Did not meet minimum qualifications	Yes	Yes
	Duplicate candidate		No	No
	Moved to another requisition	Moved to another requisition	Yes	Yes
	Recruitment canceled	Recruitment canceled	Yes	Yes
	Recruitment filled	Recruitment filled	Yes	Yes
Unable to contact		No	No	
Assessment	Candidate withdrew		No	No
	Did not show for scheduled assessment		No	No
	Duplicate candidate		No	No
	Did not meet desired attributes	Did not meet desired attributes	Yes	Yes
	Failed assessment	Failed assessment	Yes	Yes
	Moved to another requisition	Moved to another requisition	Yes	Yes
	Recruitment canceled	Recruitment canceled	Yes	Yes



Dispositions and Notifications

Quick Reference Guide

Step	Disposition Reason	Notification Received	Internal Communication Sent	External Communication Sent
Interview	Candidate declined interview		No	No
	Candidate declined interview - found another job		No	No
	Candidate withdrew		No	No
	Did not show for scheduled interview		No	No
	Duplicate candidate		No	No
	Failed to respond to request for interview		No	No
	Interviewed but not hired	Interviewed but not hired	Yes	Yes
	Interviewed but not hired - notified by phone		No	No
	Moved to another requisition	Moved to another requisition	Yes	Yes
	Recruitment canceled	Recruitment canceled	Yes	Yes
Reference Check	Candidate withdrew		No	No
	Duplicate candidate		No	No
	Moved to another requisition	Moved to another requisition	Yes	Yes
	Recruitment canceled	Recruitment canceled	Yes	Yes
	References checked but not hired	Not selected	Yes	Yes
	References requested but not provided		No	No
	Unsatisfactory reference check		No	No
Offer	Declined - accepted another position		No	No
	Declined - relocation issues		No	No
	Declined - salary not satisfactory		No	No
	Declined - unacceptable working conditions		No	No
	Declined - other		No	No
	Duplicate candidate		No	No
	Recruitment canceled	Recruitment canceled	Yes	Yes
Pre Employment Check	Candidate withdrew		No	No
	Did not complete pre employment check		No	No
	Did not show for pre employment check		No	No
	Duplicate candidate		No	No
	Failed pre employment check		No	No
	Recruitment canceled	Recruitment canceled	Yes	Yes

Additional Information: For system issues, please contact Workday.help@oregon.gov.

Notifications

Notifications are sent to candidates to let them know where they are in the application process. System generated notifications cannot be edited. Below are the template messages a candidate will receive for the step they are at and reason they are being declined. Note: If a candidate withdraws their application, the Recruiter will receive a notification.

Step	Notification	Internal / External	Body
Review	Conclusion: Did not meet desired attributes (Review)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
Review	Conclusion: Did not meet desired attributes (Review)	Internal Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Recruiter” “Company” State of Oregon</p>
Review	Conclusion: Did not meet desired attributes - candidate has Veterans Preference Documentation (Review)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed and your Veterans’ Preference points applied. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
Review	Conclusion: Did not meet desired attributes - candidate has Veterans Preference Documentation (Review)	Internal Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed and your Veterans’ Preference points applied. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Recruiter” “Company” State of Oregon</p>

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Dispositions and Notifications

Quick Reference Guide

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Review	Conclusion: Did not meet minimum qualifications (Review)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
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Review	Conclusion: Did not meet special qualifications (Review)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
Review	Conclusion: Did not meet special qualifications (Review)	Internal Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title” .</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Recruiter” “Company” State of Oregon</p>



Dispositions and Notifications

Quick Reference Guide

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Review	Conclusion: Did not submit the required attachments (Review)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title” .</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
Review	Conclusion: Did not submit the required attachments (Review)	Internal Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title” .</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Recruiter” “Company” State of Oregon</p>
Review	Conclusion: Incomplete/Insufficient application (Review)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title” .</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
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Review	Conclusion: Moved to another requisition (Review)	External Candidate	<p>Your application has been moved to another job requisition for consideration for another position. There are a variety of reasons why an agency may need to take this action. You have two tasks to complete in your Workday account. Please sign in to your Workday account and complete the following tasks: Gender Identity and Public Records Questionnaires.</p> <p>Again, thank you for your interest.</p>

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Dispositions and Notifications

Quick Reference Guide

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Review	Conclusion: Not eligible to apply (Review)	External Candidate	<p>"(DateTime)" "First Name" We are sorry to inform you that your application was not accepted for the position of "Job Posting Title" because as stated in the job posting, the opening was only for employees of the hiring department. We encourage you to apply for additional opportunities in the future.</p> <p>Thank you, "Company" State of Oregon</p>
Review	Conclusion: Not eligible to apply (Review)	Internal Candidate	<p>"(DateTime)" "First Name" We are sorry to inform you that your application was not accepted for the position of "Job Posting Title" because as stated in the job posting, the opening was only for employees of the hiring department. We encourage you to apply for additional opportunities in the future.</p> <p>Thank you, "Recruiter" "Company" State of Oregon</p>
Review	Conclusion: Recruitment canceled (Review)	External Candidate	<p>"(DateTime)" "First Name" Thank you for your interest in the position of "Job Posting Title".</p> <p>We appreciate the time and effort you invested in the application process. Unfortunately, this recruitment has been cancelled.</p> <p>Again, thank you for your interest. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, "Company" State of Oregon</p>
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Review	Conclusion: Recruitment filled (Review)	External Candidate	<p>"(DateTime)" "First Name" Thank you for your interest in the position of "Job Posting Title".</p> <p>We appreciate the time and effort you invested in the selection process. However, this recruitment has been filled.</p> <p>Again, thank you for your interest. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, "Company" State of Oregon</p>

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Dispositions and Notifications

Quick Reference Guide

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Screen	Conclusion: Additional requested information not provided (Screen)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
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Screen	Conclusion: Did not meet desired attributes (Screen)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>



Dispositions and Notifications

Quick Reference Guide

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Screen	Conclusion: Did not meet minimum qualifications (Screen)	External Candidate	<p>"(DateTime)" "First Name" We appreciate your interest in "Company" and the position of "Job Posting Title".</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, "Company" State of Oregon</p>
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Screen	Conclusion: Moved to another requisition (Screen)	External Candidate	<p>Your application has been moved to another job requisition for consideration for another position. There are a variety of reasons why an agency may need to take this action. You have two tasks to complete in your Workday account. Please sign in to your Workday account and complete the following tasks: Gender Identity and Public Records Questionnaires.</p> <p>Again, thank you for your interest.</p>
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Dispositions and Notifications

Quick Reference Guide

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Screen	Conclusion: Recruitment canceled (Screen)	External Candidate	<p>“(DateTime)” “First Name” Thank you for your interest in the position of “Job Posting Title”. We appreciate the time and effort you invested in the application process. Unfortunately, this recruitment has been cancelled.</p> <p>Again, thank you for your interest. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
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Assessment	Conclusion: Did not meet desired attributes (Assessment)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Your application materials have been reviewed. At this time, you have not been selected to move forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>



Dispositions and Notifications

Quick Reference Guide

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Assessment	Conclusion: Failed assessment (Assessment)	External Candidate	<p>“(DateTime)” “First Name” We appreciate your interest in “Company” and the position of “Job Posting Title”.</p> <p>Part of our selection process includes successfully passing certain assessments. Unfortunately, based on the results of those assessments, you will not be moving forward in the selection process.</p> <p>We appreciate the time you invested in your application. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
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Assessment	Conclusion: Moved to another requisition (Assessment)	External Candidate	<p>Your application has been moved to another job requisition for consideration for another position. There are a variety of reasons why an agency may need to take this action. You have two tasks to complete in your Workday account. Please sign in to your Workday account and complete the following tasks: Gender Identity and Public Records Questionnaires.</p> <p>Again, thank you for your interest.</p>
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Dispositions and Notifications

Quick Reference Guide

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Interview	Conclusion: Interviewed but not hired (Interview)	External Candidate	<p>"(DateTime)" "First Name" Thank you for interviewing for the position of "Job Posting Title". Although you have not been selected for the position, we enjoyed learning about your background and experience in greater detail.</p> <p>Again, thank you for your time and interest. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, "Company" State of Oregon</p>
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Dispositions and Notifications

Quick Reference Guide

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Reference Check	Conclusion: Moved to another requisition (Reference Check)	External Candidate	<p>Your application has been moved to another job requisition for consideration for another position. There are a variety of reasons why an agency may need to take this action. You have two tasks to complete in your Workday account. Please sign in to your Workday account and complete the following tasks: Gender Identity and Public Records Questionnaires.</p> <p>Again, thank you for your interest.</p>
Reference Check	Conclusion: Moved to another requisition (Reference Check)	Internal Candidate	<p>Your application has been moved to another job requisition for consideration for another position. There are a variety of reasons why an agency may need to take this action. You have three tasks to complete in your Workday account. Please sign in to your Workday account and complete the following tasks: Gender Identity, Public Records and U.S. Veteran Status Questionnaires.</p> <p>Again, thank you for your interest.</p>

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Dispositions and Notifications

Quick Reference Guide

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Reference Check	Conclusion: Recruitment canceled (Reference Check)	Internal Candidate	<p>“(DateTime)” “First Name” Thank you for your interest in the position of “Job Posting Title”.</p> <p>We appreciate the time and effort you invested in the selection process. Unfortunately, this recruitment has been cancelled.</p> <p>Again, thank you for your interest. We encourage you to apply for additional opportunities in the future.</p> <p>Thank you, “Recruiter” “Company” State of Oregon</p>
Reference Check	Conclusion: References checked but not hired (Reference Check)	External Candidate	<p>“(DateTime)” “First Name” Thank you for your interest in the position of “Job Posting Title”.</p> <p>We appreciate the time and effort you invested in the selection process.</p> <p>Although you have not been selected for the position, we enjoyed learning about your background and experience in greater detail.</p> <p>Again, thank you for your time and interest. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
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Dispositions and Notifications

Quick Reference Guide

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Offer	Conclusion: Recruitment canceled (Offer)	External Candidate	<p>“(DateTime)” “First Name” Thank you for your interest in the position of “Job Posting Title”.</p> <p>We appreciate the time and effort you invested in the selection process. Unfortunately, this recruitment has been cancelled.</p> <p>Again, thank you for your interest. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
Offer	Conclusion: Recruitment canceled (Offer)	Internal Candidate	<p>“(DateTime)” “First Name” Thank you for your interest in the position of “Job Posting Title” .</p> <p>We appreciate the time and effort you invested in the selection process. Unfortunately, this recruitment has been cancelled.</p> <p>Again, thank you for your interest. We encourage you to apply for other opportunities in the future.</p> <p>Thank you, “Recruiter” “Company” State of Oregon</p>
Pre Employment Check	Conclusion: Recruitment canceled (Pre Employment Check)	External Candidate	<p>“(DateTime)” “First Name” Thank you for your interest in the position of “Job Posting Title”.</p> <p>We appreciate the time and effort you invested in your selection process. Unfortunately, this recruitment has been cancelled.</p> <p>Again, thank you for your interest. We encourage you to apply for additional opportunities in the future.</p> <p>Thank you, “Company” State of Oregon</p>
Pre Employment Check	Conclusion: Recruitment canceled (Pre Employment Check)	Internal Candidate	<p>“(DateTime)” “First Name” Thank you for your interest in the position of “Job Posting Title”.</p> <p>We appreciate the time and effort you invested in your selection process. Unfortunately, this recruitment has been cancelled.</p> <p>Again, thank you for your interest. We encourage you to apply for additional opportunities in the future.</p> <p>Thank you, “Recruiter” “Company” State of Oregon</p>

To reactivate an inactive candidate, see the job aid [Reactivate Candidate](#).