wisc.jobs
Withdrawing an Application

Contents

Overview

This job aid addresses how and when the recruiter and applicant can withdraw an application. As a reminder, applicants can NOT change their application materials after they are submitted; however, if the application is withdrawn, the applicant can re-apply for the job before the application deadline.

Note: we are working on a process that would allow for applicants to be withdrawn after the deadline and providing access to a site where they can re-apply, but that work is still in progress. For now, the application must be withdrawn prior to the application deadline.

Manually Withdrawing an Application for an Applicant Who Fails an Online Screening

If an applicant fails an online screening, they cannot withdraw their application themselves – this must be done by the recruiter. The recruiter will need to determine if this is appropriate or not.

Once the application is withdrawn, the applicant will be able to re-apply for the job opening (provided that the job is still posted).

1. Go to the **Applicants Tab** in the Job Opening.

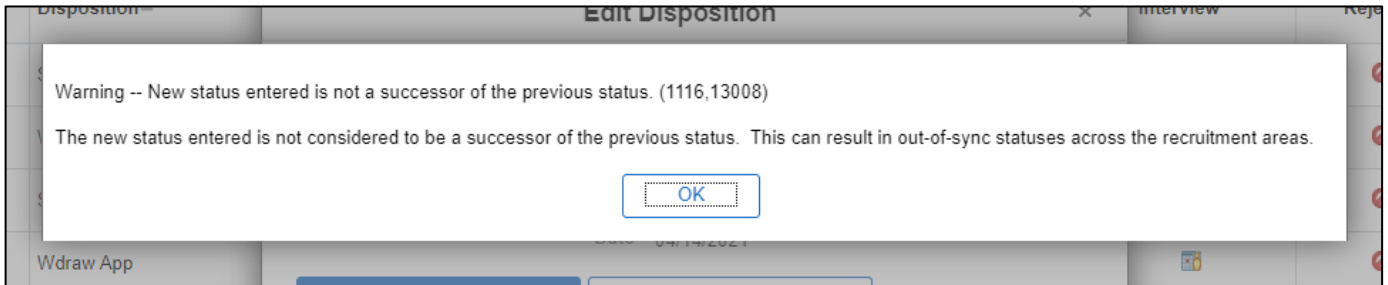2. An applicant who failed an Online Screening will have **Disposition** of **Reject Onl.**

Darth Vader	1268	External	Reject Onl

3. For the applicant, click **on Other Actions – Recruiting Actions – Edit Disposition.**
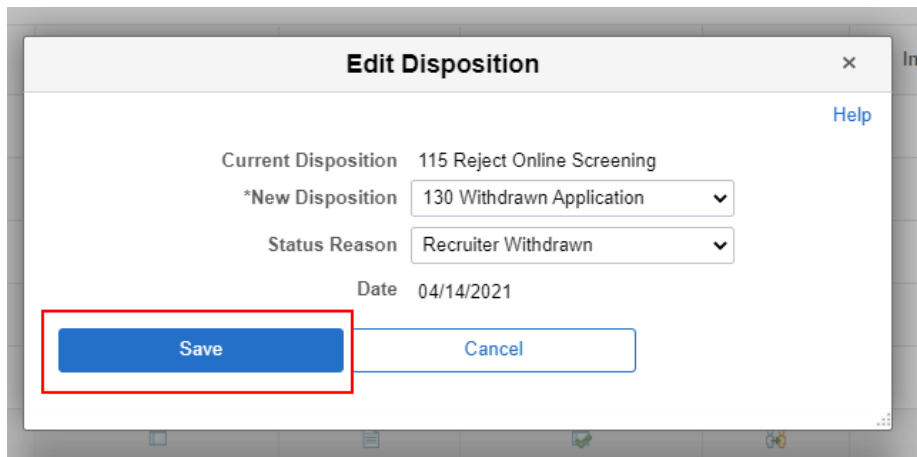
4. An **Edit Disposition** box will display. Select a **New Disposition** of **Withdrawn Application**. When you do this, the following message will appear. Click **OK**.

5. Enter a **Status Reason** of **Recruiter Withdrawn**. Click **Save**.

6. The applicant's **Disposition** will change to **Wdraw App** and the applicant will be listed under the **Reject** section of the **Applicants Tab**.

| Applicants | Applicant Search | Applicant Screening | Register | Activity & Attachments | Details | | | | | |

| All (12) | Applied (0) | Reviewed (0) | Screen (7) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (5) |

Applicants

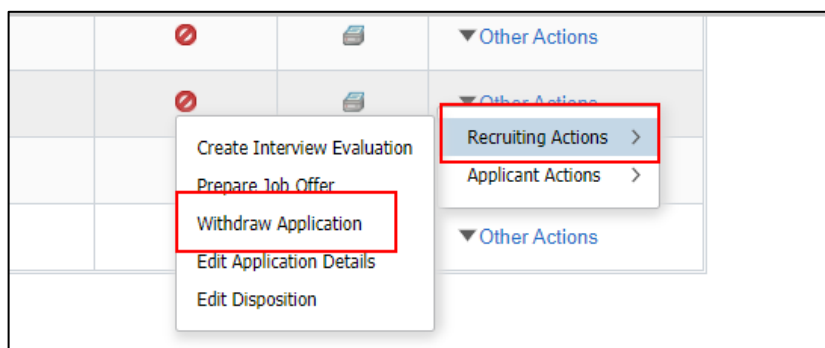| Select | Applicant Name | Applicant ID | Type | Disposition | Application | Resume | Mark Reviewed | Route | Interview | Reject | Print |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | 1036 | Employee | Wdraw App | | | | | | |
| ☐ | Captain Sisko | 1014 | External | Wdraw App | | | | | | |
| ☐ | Darth Vader | 1268 | External | Wdraw App | | | | | | |
| ☐ | Mister Spock | 1030 | External | Wdraw App | | | | | | |
| ☐ | Monica Geller | 1024 | External | Wdraw App | | | | | | |

7. Once the applicant is in this status, they are able to apply for the job again.

8. Once the applicant applies again, they will appear twice on the **Applicants Tab** under **All**, but only the application that passed the online screening will move forward through to screening. The application in Withdrawn status should no longer be evaluated.

	Applicants	Applicant Search	Applicant Screening	Register	Activity & Attachments

All (12)	Applied (0)	Reviewed (0)	Screen (7)

Applicants ⑦

Select	Applicant Name ▲	Applicant ID	Type	Disposition ▲
☐	[redacted]	1036	Employee	Screen
☐	[redacted]	1036	Employee	Wdraw App
☐	Captain Sisko	1014	External	Screen
☐	Captain Sisko	1014	External	Wdraw App

Manually Withdrawing an Application for an Applicant Who Does Not Fail an Online Screening

Applicants can withdraw their own applications unless they fail an Online Screening. See the How an Applicant Withdraws their Application section for details. If you need to manually withdraw an application for whatever reason, you can do the following:

1. Go to the **Applicants Tab** in the Job Opening.

2. For the applicant, click on **Other Actions – Recruiting Actions – Withdraw Application.**

		▼ Other Actions
🚫	🖨	▼ Other Actions

Recruiting Actions >
Applicant Actions >

▼ Other Actions

Create Interview Evaluation
Prepare Job Offer
Withdraw Application
Edit Application Details
Edit Disposition

3. The following will come up. Confirm the **Reason** is **Recruiter Withdrawn**. Click **Withdraw**.

4. The following message will pop up. Click **OK**.
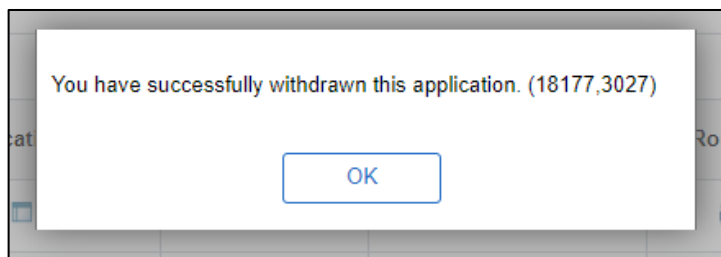
5. The applicant's **Disposition** will change to **Wdraw App** and the applicant will be listed under the **Reject** section of the **Applicants Tab**.

6. If the applicant applies again, they will appear twice on the **Applicants Tab** under **All**, but only the application that passed the manual screening will move forward through the process. The application in Withdrawn status should no longer be evaluated.

How an Applicant Withdraws their Application

An applicant can withdraw their application at any time, unless they failed the Online Screening associated with the Job Opening.

When an applicant withdraws their application, it allows them to submit a completely new application prior to the application deadline. Given that applicants can not update their materials once submitted, this is the only available option for applicants to re-submit or update their materials.

1. The applicant will click on **My Job Applications** from the Careers landing page.
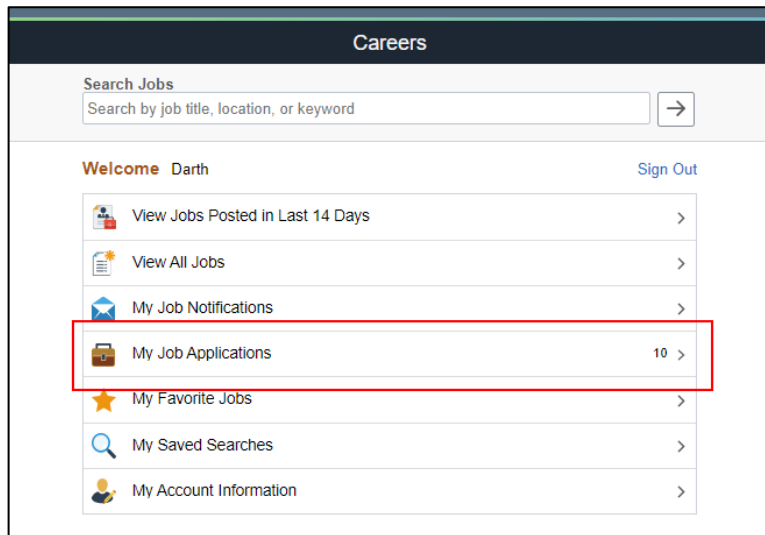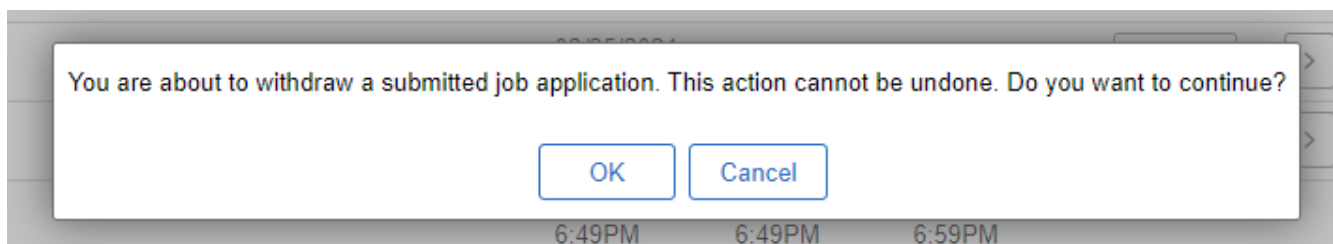
2. Any job for which they can withdraw, will have a **Withdraw** button next to it. They will click **Withdraw**.

3. If the job application has already been submitted, the following message will appear:

4. The application status will then change to **Withdrawn**.

5. Once the application is withdrawn, the applicant will be able to re-apply to the job before the application deadline.

Withdrawn Applicants on Register and Certification
Added 9/13/21

When an application is **Withdrawn** from a Job Opening, once **Refresh Register** is clicked on the Register page, the applicant's registrant status will be updated to **Inactive**. It is recommended that you always refresh the register when reviewing applicants for a specific step in the process.

There is no automated ROA entered on the Certification when an applicant withdraws – this will have to be entered manually.

If the applicant re-applies for the same Job Opening, after scoring is complete and the Register is refreshed, the applicant's registrant status will be updated to **Active** if the applicant qualifies for the Register again.