

Change Applicant's Disposition from Reject

Sometimes the recruiter needs to “un-reject” an applicant who was accidentally rejected or who needs to be reconsidered on another cert. This job aid walks you through how to change the applicant's disposition from reject back to active.

1. *If the job opening is already closed, change the job opening **Status** back to **Open**.*
2. Navigate to the **Applicants Tab** of the job opening.
3. On the far right of the applicant's row, click **Other Actions > Recruiting Actions > Edit Disposition**.
4. Select **Route** from the drop down list.
5. Click **Save**.

Edit Disposition

Current Disposition 110 Reject

*New Disposition

Status Reason

Date

050 Route

080 Ready to Hire

115 Reject Online Screening

130 Withdrawn Application

Save Cancel

Help

6. After the applicant's disposition is **Route**, you can then change the applicant's disposition from Reject.
7. On the far right of the applicant's row, click **Other Actions > Recruiting Actions > Edit Disposition**.
8. Select **Screen** from the drop-down list.

Edit Disposition

Current Disposition 050 Route

*New Disposition

Status Reason

Date

030 Screen

060 Interview

070 Offer

110 Reject

Save Cancel

Help

9. Click **Save**.
10. If you need to add the applicant to a cert list:
 - a. Refresh the register.
 - b. Create a new certification or get more names on the cert.