

Disposition Codes

Disposition Codes can be used by the search committee and search contact to further describe where applicants are in the process (examples include Invited for phone interview; not interviewed- regret email sent) or to provide a way to designate a research area (examples include CHEM-Organic, CHEM-Physical).

A few things to note with this new feature:

- These codes are university-wide and cannot be locked down by College or Department. Colleges (and in some cases, departments) can request new codes.
- These codes are entirely optional.
- If you decide to utilize the Disposition Codes, the search committee must still assign User Status codes for all applicants. User Status codes include helpful in process steps such as “Application Complete” and “Withdrew”.
- Disposition Codes cannot be used as a personal rating system by each search committee member- one code at a time is assigned to each applicant.

You can access the Disposition Codes via the “Job Applicants: View Documents” screen. By default, all new applicants will have their disposition code set to “None Assigned”. You can simply click on this text (it is a hyperlink) and a prompt will pop up allowing you to change the code, just like the applicant status codes (see screenshots below). There may be some candidates who have a blank space where the disposition code would normally be – this is normal as these candidates applied before the code feature was enabled. If you wish to assign disposition codes to these candidates with “blanks”, please let me know.

Three LAS units are currently using specific Disposition Codes to assist in the review of applications. If you have suggestions on useful codes that are not available please email Amy Elli (amyelli@illinois.edu).