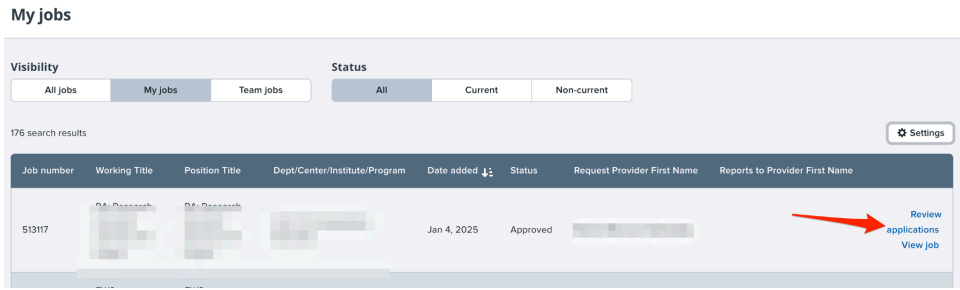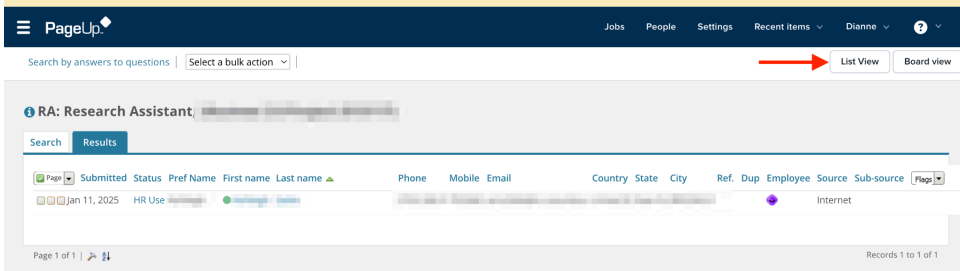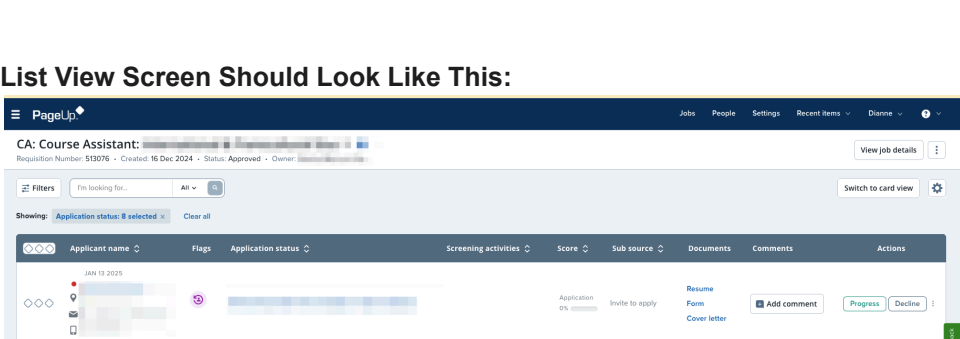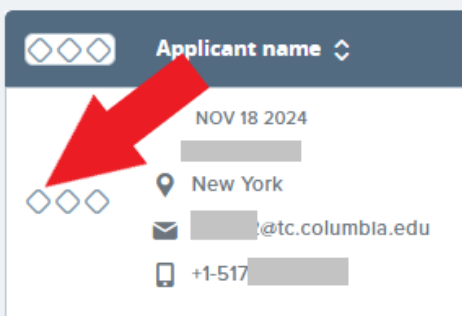# Teachers College
COLUMBIA UNIVERSITY

Manage Applications & Reasons for Non-Selection

It is the **Responsibility of the Hiring Manager** to close a job which includes managing all applications and selecting the applicable reason for non-selection.

What you need to do	What you will see
STEP 1: Manage Applications From your dashboard, Go to the **New Job** tile. Click on the **XX Jobs Open** link.	
STEP 2: You will be taken to your **My jobs** listing. Scroll through the list to locate the requisition you want to close. Once you have identified the requisition, click **Review applications** in the right-most column to open it.	
STEP 3: You are taken to your Manage applications screen. Ensure you are in **List View**. If you see the **List View** button in the top right, please click it.	

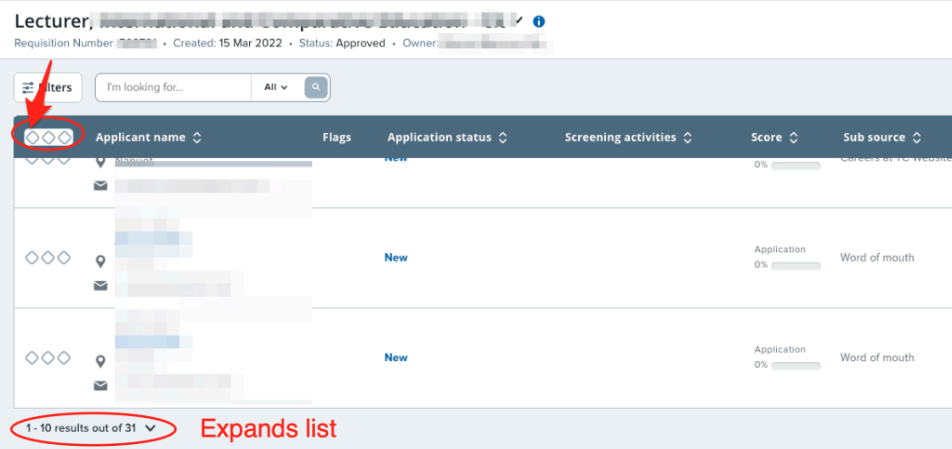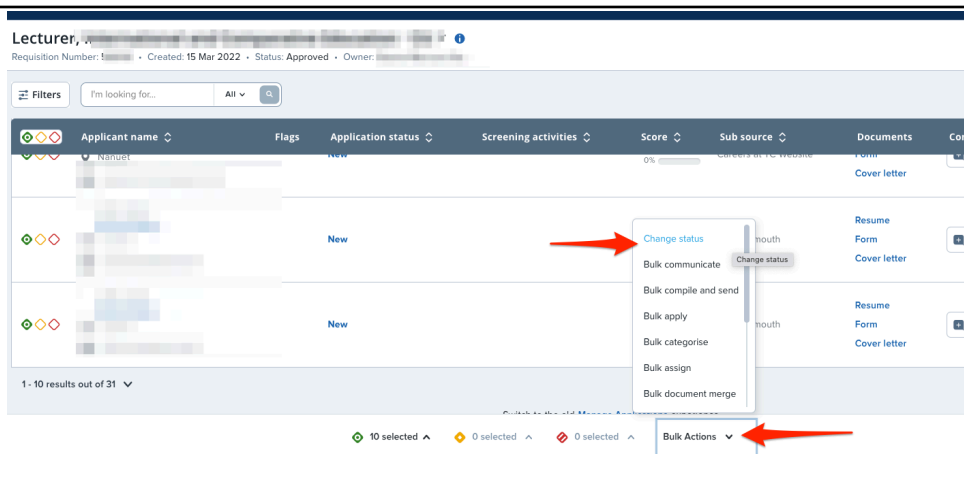| **STEP 4a: Select the applicants individually.** Click the check box next to each applicant's name	
STEP 4b: Bulk Select applicants You can also select multiple records at once. To include more applicants, expand the results using the dropdown in the bottom-left corner. Check the box in the upper-left header bar to select all applicants displayed on the screen.	
STEP 4c: Select Applicants Using Filters You can also select applicant records, by using the **Filters** in the top left Click **Filters.** Select applicable filters. You can choose specific application statuses etc. Once all filters are set, click **Apply filters.**	
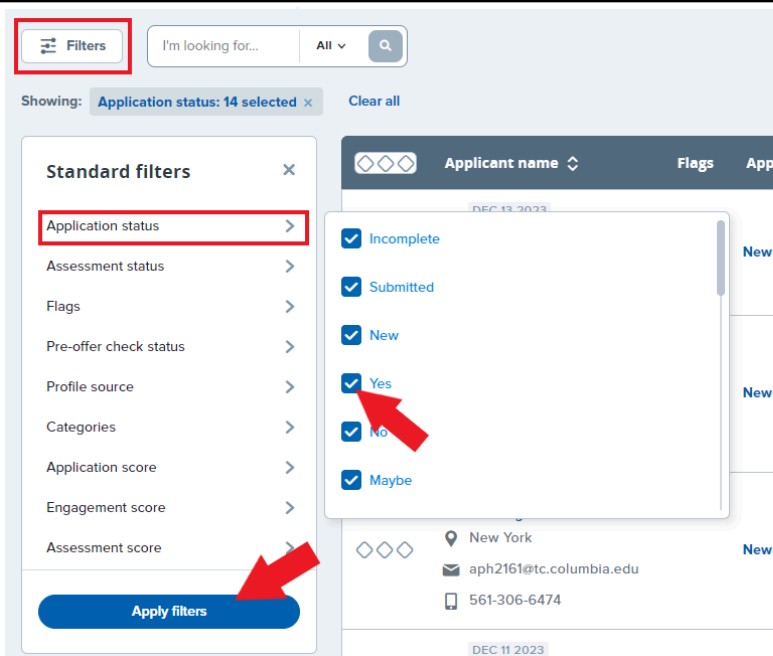
STEP 5: Once all the identified applicants are selected, click the **Bulk Actions** button at the bottom of the page, then **Change status**.	
Step 6: Applicant Communications In the pop-up window, select a new status to move the selected applicants into. Please note the application status options vary with each recruitment process (Student, Standard, Faculty). If you are unsure what status to select, confer with your HR Representative. Once selected, click the **Next** button.	
Step 7: Select Communication Template Select the applicable template from the drop down menu. Once selected, if available an email template will populate.	
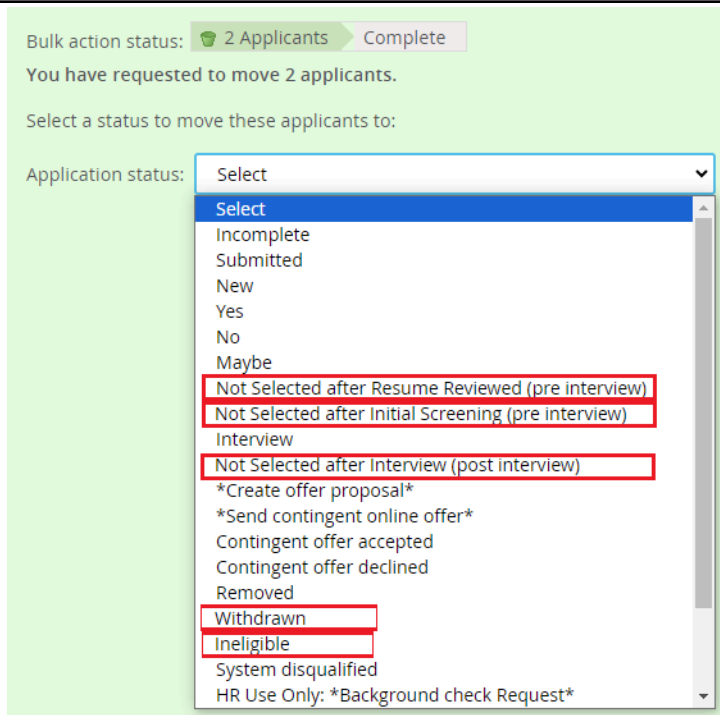
Step 7a: Review and Update Communication Template
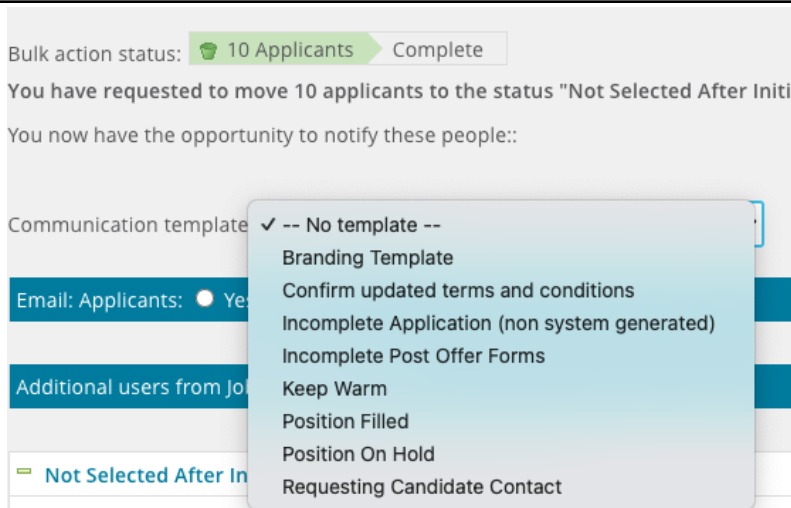
The Email From field will auto-populate with your email address. Update it if necessary**.**

Review the email body. You may update this template as well.

Bulk action status: 🏆 10 Applicants ⟩ Complete

You have requested to move 10 applicants to the status "Not Selected After Initial Screen (pre interview)".

You now have the opportunity to notify these people::

Communication template: [Position Filled ▾]

Email: Applicants: ○ Yes ● No

From:*   JJM2220@tc.columbia.edu

Subject:* Teachers College: Position filled

Message: Merge fields

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![Teachers College Columbia University]

Dear {FIRSTNAME},

Thank you for your interest and recent application for the position of {JOBTITLE} with Teachers College, Columbia University.

The vacancy has been filled and the recruitment has been completed.

We would like to retain your details on file in case another opportunity arises in the near future; however please let us know if you would prefer not to have your details held in our database.

Again, we were pleased that you considered Teachers College, Columbia University as a prospective employer and encourage you to apply for any other positions advertised that may be of interest to you.

We wish you every success in your career.

Thank you,

Step 7b: Select Reason for Non-Selection.

Scroll to the **Not Selected after Resume Reviewed (pre interview) reason** section.

Review the options and select.

If you are unsure which reason to choose, refer to the list of options on the last page of this document. If you are still unsure, reach out to your HR Representative.

Additional users from Job: ● Yes ○ No

⊟ **Not Selected After Initial Screen (pre interview) reason**

Please indicate the reason for selecting the not selected after initial screen (pre interview) status:*

| ✓ Select |
| Does not meet Advertised / Posted Minimum Qualifications |
| Meets Minimum Qualifications, but Does Not Meet Preferred Qualifications |
| Meets Preferred Qualifications, but Finalist a Better Fit |
| No Offer and/or Offer Rescinded due to Results of Background Checks or Other Screening |
| Position Cancelled and/or Filled Internally |
| Screening and/or Interview revealed Insufficient Experience or Skills |
| Screening and/or Interview revealed Lack of Interest or Poor Communication Skills |
| Withdrew due to Dissatisfaction with Terms of Employment |
| Withdrew for Not Completing and/or Cooperating in Recruitment Process |
| Not Hired (only to be used for pooled positions) |
| Qualifications Not Considered due to Data Management Techniques |

[Move now] Cancel

Step 7c: Save information. Click **Move now** at the bottom of the page.	
STEP 8: You are returned to the Manage Applications listing, where all applicants' statuses are updated. You may now proceed to close the job by following the Closing a Job guide.	

Teachers College
COLUMBIA UNIVERSITY

Reasons for Non Selection

Reason	Use When:
Position Cancelled and/or Filled Internally	The position is filled by a TC employee or is not filled at all.
Withdrew for Not Completing and/or Cooperating in Recruitment Process	An application is incomplete or when a candidate could not be reached for an interview
Does not meet Advertised/Posted Minimum Qualifications	it is determined that the candidate does not meet the posted minimum qualifications. This can be done at any stage of the process, but typically determined at the pre-interview stage.
Meets Minimum Qualifications, but Does Not Meet Preferred Qualifications	it is determined that the candidate meets the posted minimum qualifications, but not the posted preferred qualifications. This can be done at any stage of the process.
Meets Preferred Qualifications, but Finalist is a Better fit	it is determined that the candidate meets all of the posted qualifications but was not the selectee. This can only be determined after the selectee has been identified.
No Offer and/or Office Rescinded due to Results for Background Check or Other Screening	References result in the candidate no longer being considered or when an offer has been rescinded due to background check. Background checks are only conducted after a "contingent offer" is initially made. Reference checks are made before an offer is made
Screening and/or Interview revealed Insufficient Experience or Skills	After phone or in-person interview
Screening and/or Interview revealed a Lack of Interest or Poor Communication Skills	After phone or in-person interview
Withdrew due to Dissatisfaction with Terms of Employment	After the candidate is interviewed in phone or in person and informs the interviewer that they are no longer interested in the position
Not Hired **(only to be used for pooled positions)**	A candidate is not selected for a "pooled" budgeted position, such as a student employee, part-time instructor or adjunct faculty position
Qualifications Not Considered due to Data Management Techniques	This is legally permissible but not normally employed at Teachers College. This is only to be used if it is decided, before the screening begins, that a certain number (or percentage) of applicants will not be viewed due to the large number of applications anticipated and/or received. In this approach, the specific applications are viewed based on a defined criteria (e.g., the first 50 applications or specific resumes in a sequence such as every fifth application).