

Candidate disposition guide

See below disposition reasons hiring managers can access in Workday, messages that are automatically emailed to candidates with certain dispositions, and an explanation of common use. Contact your HR Generalist for additional guidance as needed.

Disposition reason	Disposition message (automated message)	Common use and guidance
Posting withdrawn	<p>Dear "<i>Candidate Name</i>",</p> <p>Thank you for taking the time to apply to the "<i>Title</i>" position at Lynn University. This email is to inform you this posting has been withdrawn and is no longer available at this time.</p> <p>We apologize for any inconvenience and encourage you to apply in the future as new opportunities become available.</p> <p>Sincerely,</p> <p>Employee Services Lynn University</p>	Use this disposition to automatically notify candidates when a posting is withdrawn without identifying a hire.
Not hired - not interviewed	<p>Dear "<i>Candidate Name</i>",</p> <p>Thank you for applying for the "<i>Title</i>" position at Lynn University. This email is to inform you that the hiring department has chosen to pursue other candidates that better fit the needs of the university at this time.</p> <p>We appreciate your interest and encourage you to apply as other positions become available.</p> <p>Sincerely,</p> <p>Employee Services Lynn University</p>	Use this disposition to automatically notify candidates who were not interviewed and not hired.
Not hired - interviewed	<p>Dear "<i>Candidate Name</i>",</p> <p>Thank you for taking the time to apply and interview for the "<i>Title</i>" position at Lynn University. This email is to inform you that you were not selected to move forward in the hiring process for this position. The decision was a difficult one, however, we have chosen to pursue other candidates who better fit the needs of the university at this time.</p> <p>We appreciate your interest and encourage you to apply as other positions become available.</p> <p>Sincerely,</p> <p>"<i>Manager</i>"</p>	<p>Use this disposition to automatically notify candidates who were interviewed but not hired.</p> <p>See also disposition called "Not hired (no email notification)".</p>

Not hired (no email notification)	No automated message	<p>Use this disposition when you want to send candidates communication outside Workday.</p> <p>For example, it may be appropriate to tailor emails for finalists who participated in multiple high-level interviews.</p>
Candidate withdrew	No automated message	<p>Use this disposition when candidates notify you they are withdrawing from consideration.</p> <p>Candidates also have the option to withdraw their own application from consideration.</p> <p>No automated message is sent with this disposition, however, managers may email candidates separately to acknowledge their withdrawal.</p>
Internal Candidate Applied Externally	No automated message	<p>This disposition is automatically applied when an internal candidate applies through the external job page.</p> <p>Internal candidates are guided online to apply through Workday.</p> <p>Managers should not select this disposition.</p>