

SUMMARY

Candidate experience is of utmost importance, and the communication they receive throughout the recruiting process is critical to ensuring a positive experience. Workday sends automated messages informing candidates when they have not been selected to forward, and these messages are tailored based on specific reasons to provide feedback to the candidate. Below is a list of reason codes and the stages in which they appear as an option to you as the hiring manager and the email text automatically sent from the Workday system to the candidate's self-provided email address once you select the disposition reason.

FIRST STEP: ASSESSMENT (CLASSIFIED POSITIONS ONLY)



CLASSIFIED ONLY – Academic or Professional positions start at the screen step.

The **Talent Acquisition Partner** screens Classified candidates and moves qualified candidates forward for Hiring Manager Review. Candidates are not visible to hiring managers and HR Analysts in the Assessment stage.

NEXT STEP: SCREEN (MANAGER REVIEW)



The **Hiring Manager** will receive candidates in their inbox as they apply along with the Manager Review task, with the exception of Classified position applicants, who will complete the assessment stage first. The Hiring Manager will review that the candidate meets minimum qualification and review the questionnaire results. The Hiring Manager indicates that they want to interview candidates via the 'Move Forward' option and removes candidates who they are not interested in via the 'Decline' option.

Candidates who are moved forward to the interview stage are screened by the Talent Acquisition Partner to ensure they meet minimum qualifications and are eligible for hire. Candidates who are declined receive an automated email. If your department would like to send their own personalized response and not the automated email, then please reach out to your Talent Acquisition Partner as they are the only ones with the options to disposition without an email being sent.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Move Forward**
No system-automated email sent to candidate.
- **Decline - Candidate Withdrew**
Your application has been successfully withdrawn for (requisition/job title). Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available within our organization.
- **Decline - Applied after offer extended**
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position has already been offered to another candidate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline - Salary Expectations**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, we are unable to meet your salary expectations for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline - Does not meet minimum qualifications – education**

Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum education requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline - Does not meet minimum qualifications – experience**

Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum work experience requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline - Does not meet minimum qualifications – licensure or certification**

Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum licensure and/or certification requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline - Not Willing to Relocate**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position requires a candidate who is willing to relocate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Please note that there is an option to filter by Remote Eligible jobs by selecting Willing to Accept Out of State Candidates. Thank you again for your interest in our career opportunities.

○ **Decline - Not Best Qualified Candidate**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. While you were a qualified candidate, we have determined that the credentials of other candidates will better fit our needs at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline - Unable to Contact Candidate or Did Not Respond**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (ONLY TA PARTNER):

- **Decline sent by department – education**
- **Decline sent by department - experience**
- **Decline sent by department - licensure or certification**
- **Decline sent by department - not best qualified**
- **Declined by department - Applied after offer extended**

NEXT STEP: INTERVIEW



Once the **Talent Acquisition Partner** completes the pre-employment screening, the **Hiring Manager** will receive the Interview Rating task in their Workday inbox. The **Hiring Manager** enters Interview Rating: 'Move Forward – Reference Check', or the most appropriate 'Decline' option if the candidate will not be continuing in the hiring process. If your department would like to send their own personalized response and not the automated email, then please reach out to your Talent Acquisition Partner as they are the only ones with the options to disposition without an email being sent.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Move Forward – Reference Check.**
No system-automated email sent to candidate.
- **Decline – Hold for Future LSU Vacancies**
Dear "Legal Full Name", Thank you for your interest in the (Job Title) position at Louisiana State University. At this time, the hiring manager has elected to move forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at https://www.lsu.edu/hrm/job_seekers/index.php. Thank you again for your interest in our career opportunities.
- **Decline – Interviewed but not offered**
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. At this time, the hiring manager has elected to move forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline – Does not meet minimum qualifications – education**
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum education requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline – Does not meet minimum qualifications – experience**
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum work experience requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Does not meet minimum qualifications - licensure or certification**

Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum licensure and/or certification requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Candidate Withdrew**

Your application has been successfully withdrawn for "Job Requisition" Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available within our organization.

○ **Decline – Not Interviewed - Not best qualified**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. At this time, we have determined that the credentials of other candidates will better fit our needs at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions in the within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Not Willing to Relocate**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position requires a candidate who is willing to relocate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Please note that there is an option to filter by Remote Eligible jobs by selecting Willing to Accept Out of State Candidates. Thank you again for your interest in our career opportunities.

○ **Decline – Unable to Contact Candidate or Did Not Respond**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Applied after offer extended**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position has already been offered to another candidate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (ONLY TA PARTNER):

- **Accepted Another Job (Outside of LSU)- no email**
- **Accepted Another Job at LSU- no email**
- **Declined by department - Applied after offer extended- no email**
- **Declined by department - Interviewed but not offered- no email**
- **Declined by department - Not Interviewed - Not best qualified**
- **Hired – Waiver Approved for Second Position- no email**
- **Salary Expectations (Interview)- no email**

NEXT STEP: REFERENCE CHECK



If the candidate was moved forward in the Interview step, a Workday task will appear in **Hiring Manager's** inbox to indicate the outcome of the reference check. If the outcome of the candidate reference check is unsatisfactory, please contact the respective Talent Acquisition Partner. The **Hiring Manager** will enter the reference check result. If your department would like to send their own personalized response and not the automated email, then please reach out to your Talent Acquisition Partner as they are the only ones with the options to disposition without an email being sent.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Satisfactory References – Move Forward**
No system-automated email sent to candidate.
- **Satisfactory References - Another Candidate Selected**
Dear "Legal Full Name", Thank you for your interest in the (Job Title) position at Louisiana State University. At this time, the hiring manager has elected to move forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at https://www.lsu.edu/hrm/job_seekers/index.php. Thank you again for your interest in our career opportunities.
- **Decline - Candidate Withdrew**
Your application has been successfully withdrawn for (requisition/job title). Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available within our organization.
- **Decline - Unable to Contact Candidate or Did Not Respond**
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline - Unfavorable Reference Check Results**
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After careful consideration, we have decided to proceed forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (ONLY TA PARTNER):

- **Declined by department - Satisfactory Reference Check - Not Final Candidate Selected- no email**
- **Evergreen - Declined offer - accepted another job - no email**
- **Evergreen - Declined offer - no reason given- no email**
- **Evergreen - Declined offer - salary expectations- no email**
- **Evergreen - Declined offer - work schedule or location- no email**

NEXT STEP: INITIATE OFFER AND BACKGROUND CHECK



The Workday Offer task will appear in the **HR Analyst's** inbox to enter the offer details. Once a candidate is selected, the **Hiring Manager or HR Analyst** sends a drafted offer letter to **Talent Acquisition Partner and Compensation Consultant** for review and approval. Once approved, the offer is extended to the candidate. Please note, no offer of employment, verbal or written, may be extended to a candidate without HRM approval.

The background check is initiated by **Talent Acquisition Partner**. Once results are received, **Talent Acquisition Partner** sends results to **HR Analyst** and moves candidate forward to Ready for Hire.

If the candidate declines, it is important that we capture the accurate reasoning in Workday (i.e., salary expectations, work location, accepted another job). The **Hiring Manager** should ensure to convey the reasoning to the departmental **HR Analyst** when a candidate declines an offer or withdraws throughout the recruiting process. If your department would like to send their own personalized response and not the automated email, then please reach out to your Talent Acquisition Partner as they are the only ones with the options to disposition without an email being sent.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Decline - Candidate Withdrew**
Your application has been successfully withdrawn for (requisition/job title). Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available within our organization.
- **Decline - Unable to Contact Candidate or Did Not Respond**
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline - Position canceled (TA Partner and HRA Access Only)**
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, the department is unable to fill the position at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions in the LSU System. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (ONLY TA PARTNER):

- **Accepted another Job at LSU - no email**
- **Declined offer - Accepted job outside of LSU**
- **Declined offer - no reason given**
- **Declined offer - salary expectations**
- **Declined offer - work schedule or location**

NEXT STEP: HIRE



Once the Hire is initiated by the **HR Analyst** in Workday it will route to the Academic Partner (if applicable), Payroll Administrator, Compensation Finance Partner, HR Department Head, and Talent Acquisition Partner for final review and approvals. Once those steps have been completed, the Onboarding process will kick off and the new hire will have inbox items in their inbox that need to be completed.

APPENDIX A: RECRUITING FUNNEL WITH MODULE TASKS

STEP 1: ASSESSMENT STAGE (CLASSIFIED ONLY)

Talent Acquisition Partner screens Classified candidates and moves qualified candidates forward for Hiring Manager Review. Candidates are not visible to hiring managers and HR Analysts in the Assessment stage.

STEP 2: SCREEN

Hiring Manager will receive candidates in their inbox as they apply, with the exception of Classified positions (Talent Acquisition Partner reviews Classified applicants prior to being released to the Hiring Manager). The Hiring Manager indicates that they want to interview candidates via the 'Move Forward' option and removes candidates who they are not interested in via the 'Decline' option.

Candidates who are moved forward to the interview stage are screened by the **Talent Acquisition Partner** to ensure they meet minimum qualifications and are eligible for hire. Candidates who are declined receive an automated email.

STEP 3: INTERVIEW

Hiring Manager enters Interview Rating: 'Move Forward – Reference Check', or the most appropriate 'Decline' option if the candidate will not be continuing in the hiring process.

STEP 4: REFERENCE CHECK

Hiring Manager enters the Reference Check result in Workday.

STEP 5: OFFER

Once a candidate is selected, **Hiring Manager or HR Analyst** send drafted offer letter to **Talent Acquisition Partner and Compensation Consultant** for review and approval. Offer details entered by **HR Analyst** in Workday. Once approved, the offer is extended to the candidate. Please note, no offer of employment, verbal or written, may be extended to a candidate without HRM approval.

STEP 6: BACKGROUND CHECK

Background check is initiated by **Talent Acquisition Partner**. Once results are received, Talent Acquisition Partner sends results to **HR Analyst** and moved candidate forward to Ready for Hire.

STEP 7: READY FOR HIRE

