



## Applicant Tracking System – Applicant Disposition Emails

While managing applicant pools within the Cornerstone Applicant Tracking System, the appropriate disposition reason should be used when passing on applicant submissions. Some disposition reasons will trigger an email notification to the applicant. Those disposition reasons will be shown with “(Email)” at the end of the name to indicate that a trigger email is associated with the reason. The Disposition Email Notification is listed below. A list of each of the disposition reasons with the email notification trigger is also listed as well as the corresponding custom email message.

### Disposition Email Notification

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Dear Applicant,

Thank you for your interest in employment with Oklahoma State University and the position of JOB.TITLE.

EMAIL.CUSTOM.MESSAGE *(See custom messages below for each disposition reason)*

Respectfully,

Hiring Manager

### List of Disposition Choices

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- [App Screened: Does not meet Edu/Cert Req \(Email\)](#)
- [App Screened: Does not meet Experience Req \(Email\)](#)
- [App Screened: More Edu/Cert selected \(Email\)](#)
- [App Screened: More Exper. selected \(Email\)](#)
- [App Screened: Not Best Qualified \(Email\)](#)
- Applicant no longer interested in position
- Declined Interview
- Declined Offer: Location
- Declined Offer: Other Terms & Cond
- Declined Offer: Salary
- Department Rescinded Offer
- [Dept closing position/will re-open \(Email\)](#)
- [Dept not filling position \(Email\)](#)
- [Failed to upload required documents \(Email\)](#)
- [Finalist: Not Selected \(Email\)](#)
- Finalist: Not Selected (No Email)
- Interview no show
- [Interviewed: More Qual cand select/EduCert\(Email\)](#)
- [Interviewed: More Qual cand selected/Exper \(Email\)](#)

[Interviewed: Not Best Qualified \(Email\)](#)

[Lacks favorable references \(Email\)](#)

No show for first day scheduled

Unable to Reach/Contact

Voluntary Withdrawal (Email) –initiated by applicant

## Custom Email Messages

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### **App Screened: Does not meet Edu/Cert Req (Email)**

Application has been screened and does not meet the Education or Certification requirements for the position.

*“We have completed the initial screening of applicants and have determined that you do not meet the minimum qualifications for the position. Therefore, we regret that we are not able to extend further consideration to your application.*

*We encourage you to consider other open positions with OSU, for which you qualify, in the future.*

*We wish you the very best as you pursue your career goals.”*

### **App Screened: Does not meet Experience Req (Email)**

Application has been screened but does not meet the Experience requirement for the position.

*“We have completed the initial screening of applicants and have determined that you do not meet the minimum qualifications for the position. Therefore, we regret that we are not able to extend further consideration to your application.*

*We encourage you to consider other open positions with OSU, for which you qualify, in the future.*

*We wish you the very best as you pursue your career goals.”*

### **App Screened: More Edu/Cert selected (Email)**

Application has been screened and not selected for interview. More qualified candidates with regards to Education/Certification have been selected for interview.

*“We regret that we are not able to extend further consideration to your application.*

*The selection committee appreciates the time you invested in your application. We encourage you to consider other open positions with OSU in the future.*

*We wish you the very best as you pursue your career goals.”*

### **App Screened: More Exper. selected (Email)**

Application has been screened and not selected for interview. More qualified candidates with regards to Experience have been selected for interview.

*"We regret that we are not able to extend further consideration to your application.*

*The selection committee appreciates the time you invested in your application. We encourage you to consider other open positions with OSU in the future.*

*We wish you the very best as you pursue your career goals."*

**App Screened: Not Best Qualified (Email)**

Application has been screened and not selected for interview. More qualified candidates have been selected for interview.

*"We regret that we are not able to extend further consideration to your application.*

*The selection committee appreciates the time you invested in your application. We encourage you to consider other open positions with OSU in the future.*

*We wish you the very best as you pursue your career goals."*

**Dept closing position/will re-open (Email)**

Department has requested to close the requisition and will re-open in the future.

*"In a recent review of job openings, the decision was made to close the opening and recruit again in the near future. This is in no way any reflection on the applications we received and we hope you will consider applying for other openings at OSU.*

*Please continue to check for job opportunities with Oklahoma State University at [jobs.okstate.edu](http://jobs.okstate.edu)."*

**Dept not filling position (Email)**

Department has requested to close the requisition. No intention of re-opening the position at this time.

*"At this time, the recruitment for the position is being closed. Please continue to check for job opportunities with Oklahoma State University at [jobs.okstate.edu](http://jobs.okstate.edu)."*

**Failed to upload requirement documents (Email)**

Department has indicated required documents to be uploaded in the *Special Instructions to Applicants* section of the listing, and the applicant did not follow instructions.

*"We regret that we are not able to extend further consideration to your application due to incomplete required documents as indicated in the job listing.*

*We wish you the very best as you pursue your career goals."*

**Failed Pre-screening**

Applicant is disqualified based on pre-screening questions answered during the application process. System determines the applicant does not meet minimum qualifications.

*"Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for*

*other positions that interest you. We encourage you to apply for posted positions with OSU, for which you qualify, in the future."*

**Lacks Favorable References (Email)**

Not considered due to unfavorable reference responses.

*"We regret that we are not able to extend further consideration to your application. The selection committee appreciates the time you invested in your application.*

*We wish you the very best as you pursue your career goals."*

**Interviewed: More Qual cand selected/Exper (Email)**

The applicant has been interviewed but not selected for hire. More qualified candidate with regard to Experience has been selected.

*"A number of qualified persons have applied and have been interviewed, and we have made our final selection. While we selected another individual for this position, we appreciated the opportunity to meet with you and discuss your qualifications.*

*We encourage you to consider other open positions at OSU and hope you will apply for future openings.*

*Again, thank you for your interest in OSU. We wish you success in meeting your career goals."*

**Interviewed: More Qual cand selected/EduCert (Email)**

The applicant has been interviewed but not selected for hire. More qualified candidate with regard to Education or Certification has been selected.

*"A number of qualified persons have applied and have been interviewed, and we have made our final selection. While we selected another individual for this position, we appreciated the opportunity to meet with you and discuss your qualifications.*

*We encourage you to consider other open positions at OSU and hope you will apply for future openings.*

*Again, thank you for your interest in OSU. We wish you success in meeting your career goals."*

**Interviewed: Not Best Qualified (Email)**

The applicant has been interviewed but not selected for hire. More qualified candidate has been selected.

*"A number of qualified persons have applied and have been interviewed, and we have made our final selection. While we selected another individual for this position, we appreciated the opportunity to meet with you and discuss your qualifications.*

*We encourage you to consider other open positions at OSU and hope you will apply for future openings.*

*Again, thank you for your interest in OSU. We wish you success in meeting your career goals."*

**Finalist: Not Selected (Email)**

The candidate is a finalist not selected for hire.

*"It was a pleasure meeting with you to discuss possible employment with our organization. Your interest is very much appreciated. Although we were impressed with your skills and experience, we regret to inform you that the decision has been made to select another candidate that more closely matches our needs for the position.*

*We encourage you to consider other open positions at OSU and hope you will apply for future openings.*

*Again, thank you for your interest in OSU. We wish you success in meeting your career goals."*