

Faculty Searches – Dispositions (interview status entries)

The information provided below refers to the disposition for faculty searches for first- and second-round interviews.

First-Round Disqualifications:

At the end of the selection process for first-round interviews, all applicants must either be assigned to “first-round interview selected” or one of the following statuses:

Disqualified for a first-round interview:

1. Interview not selected – more qualified candidate selected – licensure
2. Interview not selected – more qualified candidate selected – certifications
3. Interview not selected – more qualified candidate selected – education
4. Interview not selected – more qualified candidate selected – experience
5. Interview not selected – more qualified candidate selected – education and experience

Selected for a first-round interview yet not interviewing:

1. Interview – declined by applicant
2. Interview – applicant failed to show for interview
3. Interview – applicant failed to return calls
4. Interview – applicant withdrew prior to interview

*** Note: When changing applicants to a disqualification status in PageUp.*

If the staffing coordinator selects the “no” radial button when placing the applicant in the “not selected for interview” status, the applicant will not receive an email notification. However, if the applicant logs into their applicant portal to check the status, the status will read, “not selected for interview.”

For candidates you are unsure about, please keep a list of dispositions and inform your staffing coordinator to update the application status only after the finalist signs the offer letter. Please make every attempt to ensure all search committee decisions are being recorded.

For courtesy to the applicants, MSU Human Resources encourage units to update the application statuses of candidates who you would never consider interviewing. For example, the applicant has an Associate’s degree but a Master’s degree is required for the position. In this case, updating the application status sooner rather than later could provide the applicant with a better experience since they are not left holding out hope for a position that they would never be considered for.

Second Round - Formal Interview

Step 1:

Identify the interview list by placing the appropriate candidates for interview in one of the following application statuses:

1. Interview Recommendation – On-site
2. Interview Recommendation – Alternate

Step 2:

At the end of the selection process for second round interviews, all interviewed applicants must either be assigned to “second-round interview selected” or one of the following:

First interview completed but not selected for a second interview:

1. Interview not selected – lack of technical skills
2. Interview not selected – lack of analytical skills
3. Interview – applicant withdrew after interview

You can keep a list of dispositions and update the application status after the finalist signs the offer letter.

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