



## UACAREERS DISPOSITION CODES

The UACareers candidate tracking system has several pre-defined codes used to document the committee's decisions regarding each candidate. This list can be very helpful as applicant materials are reviewed and search committee decisions are made. Every record must be updated in order to close the search in the UACareers system.

UACareers Status	UACareers Disposition Code
Not Reviewed - Applied after Review Date (E-mail)	
Not Reviewed – Applied After Review Date (No E-mail)	
Not Interviewed, Not Hired (No Email)	
	12 – Does not meet dept. min requirements
	14 – Application materials demonstrate lack of organizational skills
	16 – Application materials indicate lack of writing or communication skills
	18 – Application materials indicate lack of relevant job skills/job knowledge
	20 – Less competitive based on area of research expertise
	22 – Less competitive based on work experience
	24 – Less competitive based on education, training or certification level
	26 – Less competitive based on recommendations
	28 – Less competitive based on reference information obtained
	30 – Unable to contact
	32 – Applicant withdrew candidacy
	34 – Applicant declined interview
	50 - Other
Not Interviewed, Not Hired (E-mail)	
	12 – Does not meet dept. min requirements
	14 – Application materials demonstrate lack of organizational skills
	16 – Application materials indicate lack of writing or communication skills
	18 – Application materials indicate lack of relevant job skills/job knowledge
	20 – Less competitive based on area of research expertise
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