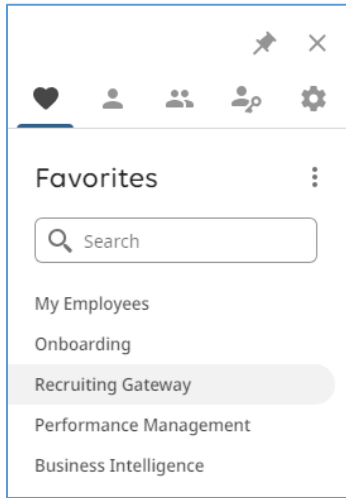


# RECRUITING GATEWAY

## How to Disposition Applicants

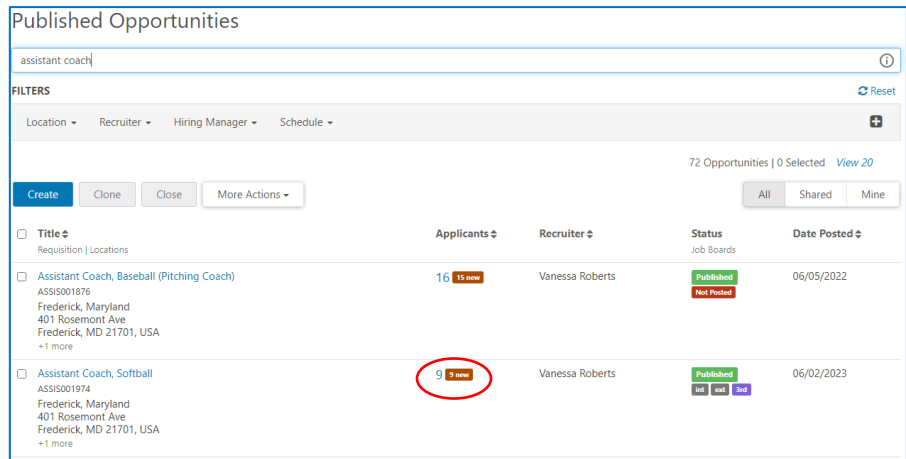
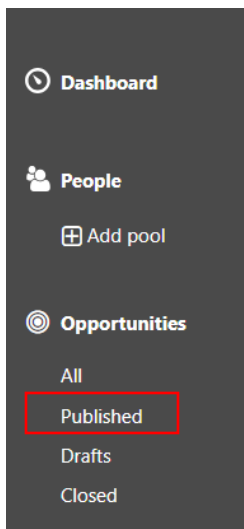
The hiring manager is required to disposition all applicants who applied for a position before an offer letter can be sent to the top candidate for the position. Follow these steps to complete the process.

1. Log into the employee portal, and select Recruiting Gateway from the menu on the left of your screen.



2. In the Recruiting Gateway, select Opportunities > Published. Find your job posting by entering the job title or some key words in the title in the Search field.

Click on the number of applicants that applied and a list will appear.



Published Opportunities

assistant coach

FILTERS Location Recruiter Hiring Manager Schedule

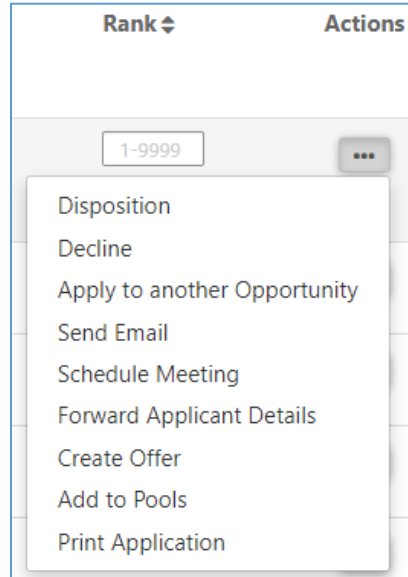
72 Opportunities | 0 Selected View 20

Create Clone Close More Actions

All Shared Mine

Title	Applicants	Recruiter	Status	Date Posted
Assistant Coach, Baseball (Pitching Coach) ASS5001876 Frederick, Maryland 401 Rosemont Ave. Frederick, MD 21701, USA +1 more	16 <span>15 new</span>	Vanessa Roberts	Published Not Posted	06/05/2022
Assistant Coach, Softball ASS5001874 Frederick, Maryland 401 Rosemont Ave. Frederick, MD 21701, USA +1 more	9 <span>9 new</span>	Vanessa Roberts	Published Not Posted	06/02/2023

3. Scroll to the end of the row for each candidate and click the three dots in the Action column. A drop-down menu will appear. Select **Disposition** at the top of the list.



4. Complete the first 2 fields in the subsequent screen. An example of how to complete the fields is shown below.

Move **Lewis**

\* Choose recruiting step.

Review Resume

Choose a reason for the move.

Candidate qualifications not in top tier

Comments.

4000 characters left

Mark this move as important so other recruiters can easily see it in the Notes section.

Save Cancel

5. Click **SAVE** to complete dispositioning the applicant.
6. Repeat Steps 3-5 for each applicant.