

Understanding Applicant Disposition Codes: A Guide for the Human Resource Business Centers (HRBC)

In Human Resources, disposition codes are essential for documenting and analyzing the outcomes of the recruitment process. They help maintain a structured and transparent hiring process, ensure compliance with various regulations, and provide valuable data for continuous improvement. Understanding the historical context, importance, and regulatory framework surrounding disposition codes can empower HRBC professionals to utilize them effectively, thereby enhancing their searches' overall efficiency and fairness. This document aims to provide a comprehensive overview of disposition codes, including their definition, significance, historical background, and the governing bodies that mandate employers to use them. Additionally, it will offer best practices for implementing and managing disposition codes within an organization.

Definition of Disposition Codes

In order to comply with The Office of Federal Contract Compliance Programs (OFCCP), federally contracted employers must take specific measures. One important measure is the use of disposition codes. These codes are used to monitor the progress of each candidate throughout the recruitment process and offer valuable insights into the outcome of an applicant, including their stage and the rationale behind their status. They are also used to determine what individuals do not meet OFCCP's definition of an 'Internet Applicant' and, therefore, should be excluded from the affirmative action plan. Using disposition codes provides a standardized method for tracking job candidates' progress throughout the hiring process and provides reasons as to why candidates were not selected for a position.

Disposition codes are codes that capture the candidate's outcome in the process. Here are some examples of common disposition code categories used by employers:

Application Stage:

- Did Not Meet Minimum Qualifications
- Incomplete / Insufficient Application
- Candidate Withdrawn

Interview Stage:

- Candidate Declined Interview
- Did Not Show for Scheduled Interview
- Less effective interview

Selection Stage:

- Offer Extended
- Offer - Alternate
- Candidate Declined - Accepted Another Offer
- Recruitment Cancelled

Historical Significance of Disposition Codes

The use of disposition codes in hiring processes started as a result of the equal employment opportunity regulations in the United States. As anti-discrimination laws were enacted in the 1960s and 1970s, employers needed a systematic way to track and analyze candidate data to ensure a fair hiring practice.

Governing Offices Requiring Disposition Codes

Office of Federal Contract Compliance Programs (OFCCP): This office mandates that federal contractors maintain detailed records of their hiring processes, including disposition codes, to ensure compliance with Affirmative Action and equal employment opportunity regulations.

Equal Employment Opportunity Commission (EEOC): The EEOC requires employers to maintain detailed records demonstrating compliance with anti-discrimination laws. Disposition codes are a vital part of these records.

Importance of Entering Disposition Codes

Accurate and consistent use of disposition codes is crucial for several reasons:

- *Legal Compliance:* Properly documenting disposition codes help employers demonstrate compliance with equal employment opportunity laws and federal regulations, such as those enforced by the Office of Federal Contract Compliance Programs (OFCCP). Also, in the event of a legal challenge, well-documented disposition codes can prove that hiring decisions were made based on legitimate, non-discriminatory reasons.
- *Data Analysis:* Disposition codes help the HRBC evaluate recruitment processes, pinpoint inefficiencies, and enhance hiring strategies. They also enable the HRBC to spot trends in their hiring practices, such as frequent reasons for candidate rejections or the average time taken to fill positions.
- *Audit Preparedness:* In case of an audit, disposition codes provide a clear record of hiring decisions and rationales.
- *Candidate Experience:* Disposition codes can be used to provide timely and appropriate feedback to applicants about their status.
- *Process Efficiency:* Standardized disposition codes streamline communication between HRBC and hiring managers by providing a clear understanding of where each candidate stands in the hiring process.

Best Practices for Using Disposition Codes

- *Training:* Ensure all HRBC staff and hiring managers understand the importance of disposition codes and how to use them correctly.
- *Timeliness:* Enter disposition codes as soon as possible after each stage of the hiring process.
- *Specificity:* Use codes that provide meaningful information about why a candidate was or was not selected.

In conclusion, disposition codes are an essential element of the HR toolkit, offering a systematic approach to recording the search and hiring process results. By comprehending the historical background, significance, and legal obligations associated with them, HRBC professionals can help the University of Central Florida maintain compliance with our governing bodies in the search and hiring process.

For questions about faculty applicant disposition codes, please email OIE@ucf.edu. For questions about A&P, USPS, OPS, or other non-faculty disposition codes, please email talent@ucf.edu.