Putting the Pieces Together
As part of the hiring process, you will need to reject applicants that you do not plan to move forward in the process. The system provides you with the option to send an automated or a personalized rejection email to these applicants.

This guide outlines how to:
- Log in to Infor HR - (pg. 2)
- Reject an Applicant - (pg. 4)
- Send a Personalized Rejection Email - (pg. 7)

Which Outcome to Expect
Upon completion of this process, rejected applicants will receive a rejection email informing them that they are not moving forward in the process.

Navigating the Process
Related Guides:
- Review Applicant Profiles (Manager)
- Track Interviews & Correspondence (Manager)
- Select an Applicant to Hire (Manager)

To locate these guides, check out the Infor HR Resource Center.

Who To Contact
Please contact your HR Recruiting Specialist if you have any questions.
**ACTION:**
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit (a)** under the **Manager Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
**ACTION:**
Reject an Applicant

**Before You Begin**
- Before completing this process, you should personally reach out to candidates that you have interviewed to notify them that they are not moving forward in the hiring process.

1) Click the **Manager** icon to open Manager Space.

2) Using the **Acquire Talent (a)** dropdown, click on **Candidates and Requisitions (b)**.
3) Use the search fields (a) in the Requisition Dashboard to locate the requisition you are dispositioning a candidate for, then click on the requisition (b) to select it.

Please Note
• In this step, you only need to click on the requisition once.

Optional
• You can use the search fields (b) to narrow down candidate results.

4) From the Hiring Manager Review (a) tab, right-click on the candidate (c) that you would like to disposition, and then click on Disposition Candidate (d).
5) From the Disposition Candidate window, click the **search icon (a)** in the **Candidate Disposition Reason** field to open the Disposition Reason list. Select the appropriate reason (b) by clicking on it.

6) The Candidate Disposition Reason field will auto-populate with your selection. Click **OK (b)** to process the disposition.

7) A confirmation message will appear at the top of the screen indicating, **Disposition Candidate Completed**. The candidate’s name will now appear under the Disposition tab on the requisition.

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**Make a Choice**

- If you would like to send an automated message from Talent_Aquisition@dpsk12.org with the rejection email, check the box next to **Send Automated Email (a)**. To send a personalized email, uncheck this box (a), and follow the **Send a Personalized Rejection Email** steps on pg. 6.

**Things to Avoid**

- Don’t click the **OK (b)** button until you are ready for the automated email to be sent. The automated email concerning the candidate’s rejection will be sent immediately after the **OK (b)** button is clicked and cannot be undone.
**ACTION:**
Send a Personalized Rejection Email

1) Click the Manager icon to open Manager Space.

2) Using the Acquire Talent (a) dropdown, click on Candidates and Requisitions (b).
3) Use the search fields (a) in the Requisition Dashboard to locate the requisition you are dispositioning a candidate for, then click on the requisition (b) to select it.

Please Note
- In this step, you only need to click on the requisition once.

4) From the Disposition (a) tab, double-click on the candidate (b) that you would like to send a personalized message to.
5) Click the **Correspondence** button.

6) Click the search icon (a) in the Email Template field to open the Email Template list. Select the appropriate email template (b) by clicking on it.
7) The Email Template field will auto-populate with your selection. Click Next to continue.

8) A confirmation message will appear at the top of the screen indicating, Create Email Completed Successfully.

9) Use the available fields (a) to personalize your message. If desired, use the Attachment (b) fields to include any attachments with your email. Then, click Next (c) to continue.
10) A preview will appear allowing you to review a draft of your message before sending. If you are satisfied with the preview, click the **Send** button to send the email to the candidate.

11) A confirmation message will appear at the top of the screen indicating, **Send Completed Successfully**.

12) Click the **Finish** button to complete the process.