

Declining a candidate

This user guide is intended for HR partners and recruiters.

There are two ways to complete the business process for declining a candidate. The first process removes individual candidates and the second declines multiple candidates at once.

Process 1


1. Select the **My Task** inbox icon in the upper right corner of the screen.



2. Select the candidate to be declined.

All Items 922 items

Q Search: All Items ↑↓

 [Advanced Search](#)

Due: 07/27/2023

Screen: Melanie Shafah - JR17671 07/25/2023 ☆
Executive Assistant (C1001159)

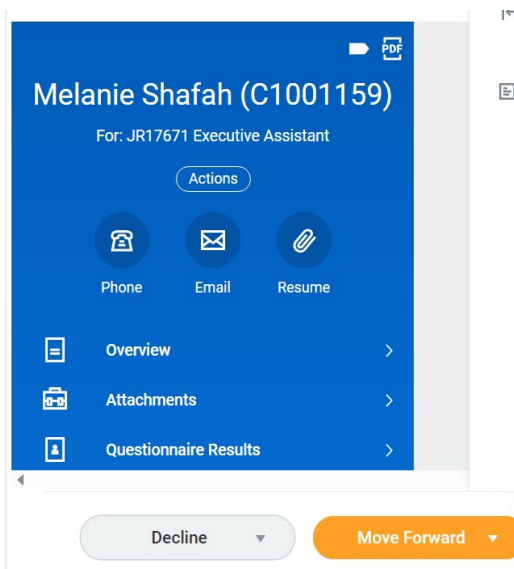
Due: 07/27/2023

Screen: Jill Donaldson - JR17671 07/25/2023 ☆
Executive Assistant (C1056664)

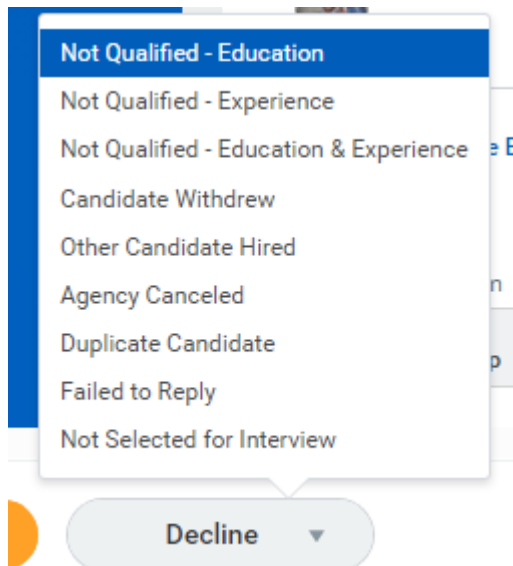
Due: 07/27/2023

Screen: Beverly Burgess - JR17671 07/25/2023 ☆
Executive Assistant (C1018590)

3. Select the **Decline** option and a drop-down menu appears.



4. Select an option from the list.



5. A You have submitted notice will appear. If you choose to **View** event, the overall status of the candidate will be shown.

View Event

Job Application: Melanie Shafah - JR17671 Executive Assistant (C1001159) on 07/24/2023 ⋮

46 second(s) ago - Declined

For [Melanie Shafah - JR17671 Executive Assistant \(C1001159\)](#)

Overall Process [Job Application: Melanie Shafah - JR17671 Executive Assistant \(C1001159\) on 07/24/2023](#)

Overall Status Declined

Process 2

1. Select the **Job Requisitions** tab from the Workday@OK homepage.



- Select the job requisition that you would like to update.

Job Requisition Workspace

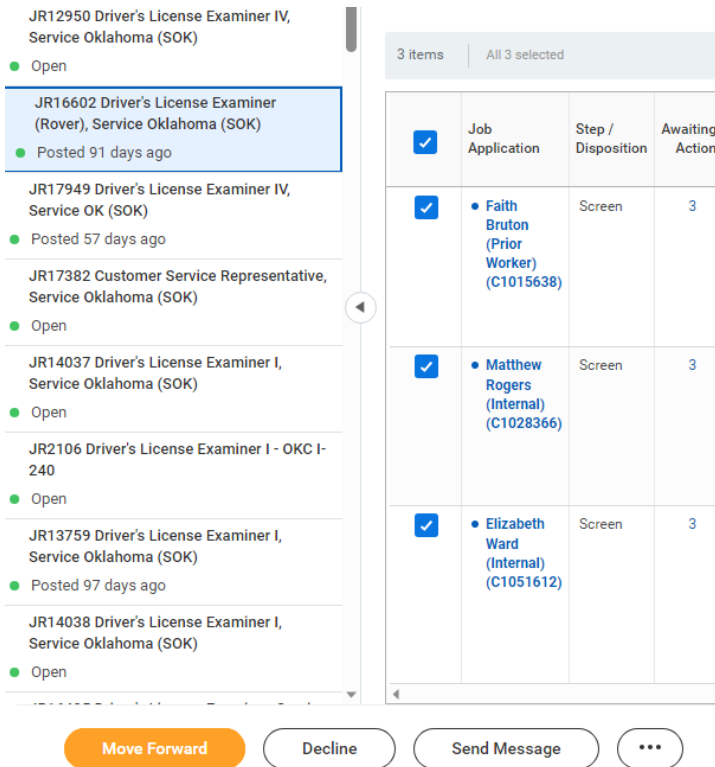
Show All		By Hiring Manager	By Primary Location
Job Requisition	Status		
JR15954 Technical Account Manager	● Open		
JR12950 Driver's License Examiner IV, Service Oklahoma (SOK)	● Open		
JR16602 Driver's License Examiner (Rover), Service Oklahoma (SOK)	● Posted 91 days ago		

- You have the option to select individual candidates by selecting the box next to their name or select all options by selecting the box next to the Job Application column.

3 items

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Action	Awaiting Me
<input type="checkbox"/>	● Faith Bruton (Prior Worker) (C1015638)	Screen	3	
<input type="checkbox"/>	● Matthew Rogers (Internal) (C1028366)	Screen	3	
<input type="checkbox"/>	● Elizabeth Ward (Internal) (C1051612)	Screen	3	

- Select the **Decline** button at the bottom of the screen.



JR12950 Driver's License Examiner IV, Service Oklahoma (SOK)
 ● Open

JR16602 Driver's License Examiner (Rover), Service Oklahoma (SOK)
 ● Posted 91 days ago

JR17949 Driver's License Examiner IV, Service OK (SOK)
 ● Posted 57 days ago

JR17382 Customer Service Representative, Service Oklahoma (SOK)
 ● Open

JR14037 Driver's License Examiner I, Service Oklahoma (SOK)
 ● Open

JR2106 Driver's License Examiner I - OKC I-240
 ● Open

JR13759 Driver's License Examiner I, Service Oklahoma (SOK)
 ● Posted 97 days ago

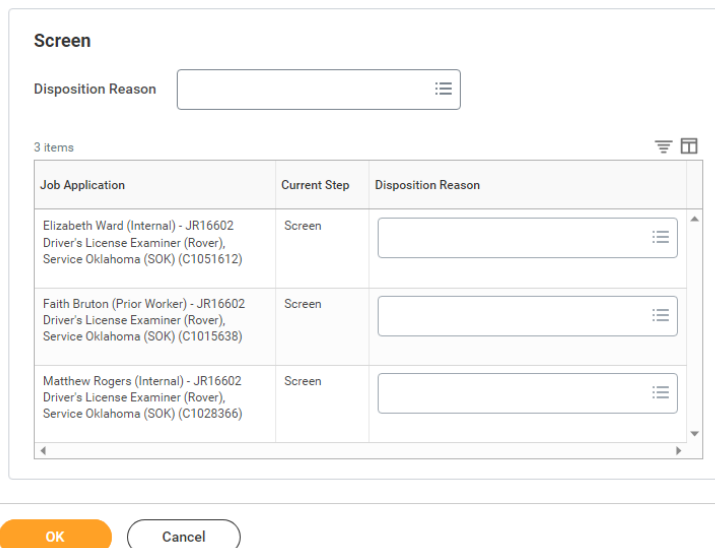
JR14038 Driver's License Examiner I, Service Oklahoma (SOK)
 ● Open

Job Application	Step / Disposition	Awaiting Action
<input checked="" type="checkbox"/> Faith Bruton (Prior Worker) (C1015638)	Screen	3
<input checked="" type="checkbox"/> Matthew Rogers (Internal) (C1028366)	Screen	3
<input checked="" type="checkbox"/> Elizabeth Ward (Internal) (C1051612)	Screen	3

Move Forward Decline Send Message ...

- The Decline Job Applications box appears. Select a **Disposition Reason** from the drop-down menu to apply to all the candidates or make separate selections for each candidate shown.

Decline Job Applications



Screen
 Disposition Reason

3 items

Job Application	Current Step	Disposition Reason
Elizabeth Ward (Internal) - JR16602 Driver's License Examiner (Rover), Service Oklahoma (SOK) (C1051612)	Screen	<input type="text"/>
Faith Bruton (Prior Worker) - JR16602 Driver's License Examiner (Rover), Service Oklahoma (SOK) (C1015638)	Screen	<input type="text"/>
Matthew Rogers (Internal) - JR16602 Driver's License Examiner (Rover), Service Oklahoma (SOK) (C1028366)	Screen	<input type="text"/>

OK Cancel

- Select **OK**.