



Applicant Disposition Tracker

During the hiring and selection process there are many critical steps to ensure you hire the most qualified, best fit applicant for your position. The spreadsheet below was designed to assist you in tracking applicants as they move through the process and help ensure the accuracy and timeliness of disposition reasons for all applicants being considered. A detailed list of dispositions and the definitions can be found at: http://www.uky.edu/HR/employ/documents/disposition_definitions.pdf.

Position Title: _____

Position #: _____

Supervisor: _____

Requisition #: _____

Applicant Name	Interview (Y/N)?	Applicant Contact Information	Phone Interview Date	Manager Interview Date	Panel Interview Date	Date Reference Check(s) Completed	Date Personnel File Reviewed	Disposition Reason

(Continued on next page)

Supporting documentation for disposition reasons must be obtained through the hiring and selection process, which includes notes from: application review, phone interview, in-person interview, reference checks and/or UK personnel file review. **All selection documentation needs to be retained for 3 years within the department for all interviewed candidates.**

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