

Reason Codes

Allow users to select from a standard list of reasons as to why the applicant was removed from the applicant pool with the myStaffingPro® Reason Codes module.

Features

- ▼ **Administrative Interface**
 - **Identify Custom Reasons** - Define up to 10 reasons for deselecting an applicant for each status.
 - **Manage Reasons** – Return to the administrative interface to modify or add reason codes.

- ▼ **Compliant User Experience**
 - **Maintain Compliance** – Prevent noncompliant information, by providing a predefined list of reasons for deselecting an applicant.
 - **Improve Efficiency** – Save time from manually entering a note by quickly selecting the reason for deselecting the applicant.
 - **Update a Group of Applicants** – Quickly deselect a group of applicants from the hiring process and select the reason from a convenient drop-down menu.

- ▼ **Analyze Reasons with Reports** - Scrutinize the use of your reason codes with the Applicant Spreadsheet Report.

Please contact your Sales Representative for additional functionality and pricing information.

Reason Codes

View All Edit Reason Codes

Add New Reason Code

Existing Reason Codes

Reason	ReasonCode
Other candidates were better qualified	Qualifications
Skills do not match the requirements	Qualifications
Does not want to relocate	Geographic
Wants too much money	Salary

Reason Codes Setup

Select a Reason

Name: Julia Test Email:
SSN: Home Phone: (0) -

Please select the reason the applicant's status was updated to: HR - Not Referred

The assignment info was updated.

Position
CLE-06-00006 - Senior Secretary

Location
Redding, CA

Reason

Wants too much money

Does not want to relocate

Skills do not match the requirements

Other candidates were better qualified

Failed Drug Screen

Failed Background Check

Continue

Update Applicant Record

Printable: All Fields Locations: All Locations Positions: All Positions Assignment Status: HR - Forwarded for Review HR - Not Referred

Retrieve the first 100 applicants, in this order: Applicant Name View

First	Last	Requirement	Rec Number	Status	Reason	Entry Date	Activity Date
Lupe	Dumore	Administrative Assistant	ADM-06-00037	HR - Forwarded for Review		1/25/2008 2:42:00 PM	1/15/2007 12:00:00 PM
Lupe	Lupe	Administrative Assistant	ADM-06-00037	HR - Forwarded for Review		4/11/2007 3:33:00 PM	2/28/2008 1:38:00 PM
Lupe	Lupe	First Office Clearance (727)06	CLE-06-00006	HR - Not Referred	Positive Drug Test	12/16/2007 5:20:00 PM	1/23/2008 9:47:00 AM
Lupe	Lupe	Administrative Assistant	ADM-06-00037	HR - Not Referred	Qualifications	1/23/2008 4:35:00 PM	1/23/2008 1:29:00 PM

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Analyze Reason Codes in Standard Reports

