Dispositions based on Candidate’s Application Submission (AIMS automatically assigns)

► Application Submitted
► System Determined Does Not Meet Minimum Qualifications

Dispositions for Candidates under original Department review

► Under Review

Dispositions available after initial application material screening based on approved screening form (selected by Originator/Supervisor after status of “Under Review”). NOTE: Those recommended for further consideration after initial screening remain at “Under Review.”

► Does not meet minimum qualifications (email or no email)
► Meets minimum, but not some of the preferred qualifications (email or no email)
► Inadequate References (email or no email)
► Application incomplete (email or no email)

Dispositions available after the preliminary/phone interview (to be selected by Originator/Supervisor after the status of “Under Review.”)

► Not Enough Experience (email or no email)
► Removed after Preliminary/Phone Interview (email or no email)
► Failed to Respond (no email)
► Shortlist Review (routes Shortlist Candidates through Approval process – see Applicant Workflow)

Dispositions available after Shortlist is Approved (to be selected by Originator/Supervisor after the status of “Shortlist Approved”)

► Rejected after Final Interview (email or no email)
► Rejected after Reference Checks (email or no email)
► Cannot Meet Applicant Salary Requirements (no email)
► Failed to Respond (no email)
► Request Approval for Hire (will allow initiation of Hiring Proposal)

Dispositions available after Hiring Proposal (automatically updated based on Hiring Proposal module outcome)

► Hired
► Offer Declined

Dispositions available throughout Screening/Interview Process

► Failed Recruitment (email or no email)
► Application Withdrawn (no email) – Status may also be initiated directly by candidate through AIMS Applicant Portal

For additional information please contact:

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