



Applicant Disposition List

Dispositions are a formal method for updating the status of job applicants throughout the hiring process. At TCU, dispositions are required to ensure transparent and timely communication with candidates and manage applicant flow efficiently. Below is a list of approved disposition reasons and their definitions for authorized use.

Applicant Disposition	Definition
Minimum Qualification Dispositions (Initial Screen)	
Does not meet minimum education requirements	Applicant does not meet the minimum qualifications for the education experience requirements listed in the position description.
Does not meet minimum work experience requirements	Applicant does not meet the minimum qualifications for the work experience requirements listed in the position description.
Does not meet minimum teaching experience requirements	Applicant does not meet the minimum qualifications for the teaching experience requirements listed in the position description.
Does not meet research requirements	Applicant does not meet the minimum qualifications for the research experience requirements listed in the position description.
Does not meet grant requirements	Applicant does not meet the minimum qualifications for the grant requirements listed in the position description.
Minimum qualifications – Other Credentials	Applicant does not meet the minimum qualifications for other specified requirements listed in the position description.
Application Review and Interview Dispositions	
Travel requirements undesirable	Applicant is unable/unwilling to fulfill the travel obligations associated with the role.
Work hours/schedule undesirable	Applicant is unable/unwilling to meet the required work hours or schedule for the position.
Undesirable job responsibilities	Applicant is unable/unwilling to perform the core duties or responsibilities required for the position.
Not enough research or publication experience	Applicant is not being considered due to insufficient research or publication experience required for the position.
Not enough experience teaching required course(s)	Applicant is not being considered due to insufficient experience teaching the specific courses required for the position.
Did not respond/show	Applicant is not being considered because they failed to respond to communications or attend scheduled interviews or assessments.
Unfavorable interview	Applicant is not being considered due to unsatisfactory interview performance.
Less competitive applicant based on work history or credentials	Applicant is not being considered because their work history or credentials were not as strong or relevant compared to other candidates.
Overall noncompetitive education requirements	Applicant is not being considered as those selected for an interview have educational backgrounds or relevant experience that better align with the department’s need.
Overall noncompetitive work experience	Applicant is not being considered as those selected for an interview have work experience that better align with the department’s need.



Overall non-competitive teaching experience requirements	Applicant is not being considered as those selected for an interview have teaching experience that better align with the department's need.
Does not meet demographic requirements – Simulated Patient Pool Only	Applicant is not being considered because they do not meet the specific demographic criteria required for the role of a simulated patient.
Post Offer Dispositions	
Work eligibility/Visa requirements not met	Applicant is not being considered because they do not meet the necessary work eligibility or visa requirements for the position. TCU is unable to provide sponsorship for this position.
Background/Physical/Reference check requirements not met	Offer rescinded because applicant did not meet the necessary criteria or standards in the background, physical, or reference checks.
Unable to meet salary requirements/Failed Negotiation	Negotiation with the applicant failed regarding salary.
University benefits unsatisfactory	Applicant has withdrawn/declined offer because the university's benefits package did not meet their expectations or needs.
Accepted another offer from another employer	Applicant has withdrawn/declined offer because they have accepted a job offer from a different employer.
Unable to relocate	Applicant has withdrawn/declined offer because they are unable to move to the location required for the position.
Hired in an equivalent vacancy	Applicant is not being considered because they have been hired for a similar position within TCU.
Miscellaneous	
Application Received after Deadline	Applicant was never considered, and no part of an application or corresponding data was received.
Failed search	Department unable to find successful hire due to lack of qualified candidates, a candidate's decision to withdraw, or when no candidate meets the hiring criteria.
Incomplete application materials	The applicant never submitted a complete application.
Closing Adjunct Pool	Applicant is not under consideration because the adjunct pool has closed.
Another candidate selected (HR USE ONLY)	For HR use only.
Position no longer needed	Position is being reclassified, or the department is restructuring their positions.