This Quick Reference Card is intended for all users who need to reject candidates.

QRC: Reject candidates

Quick Reference Card Reject candidates (in Ubeeo) Role: Vacancy holder / Recruiter

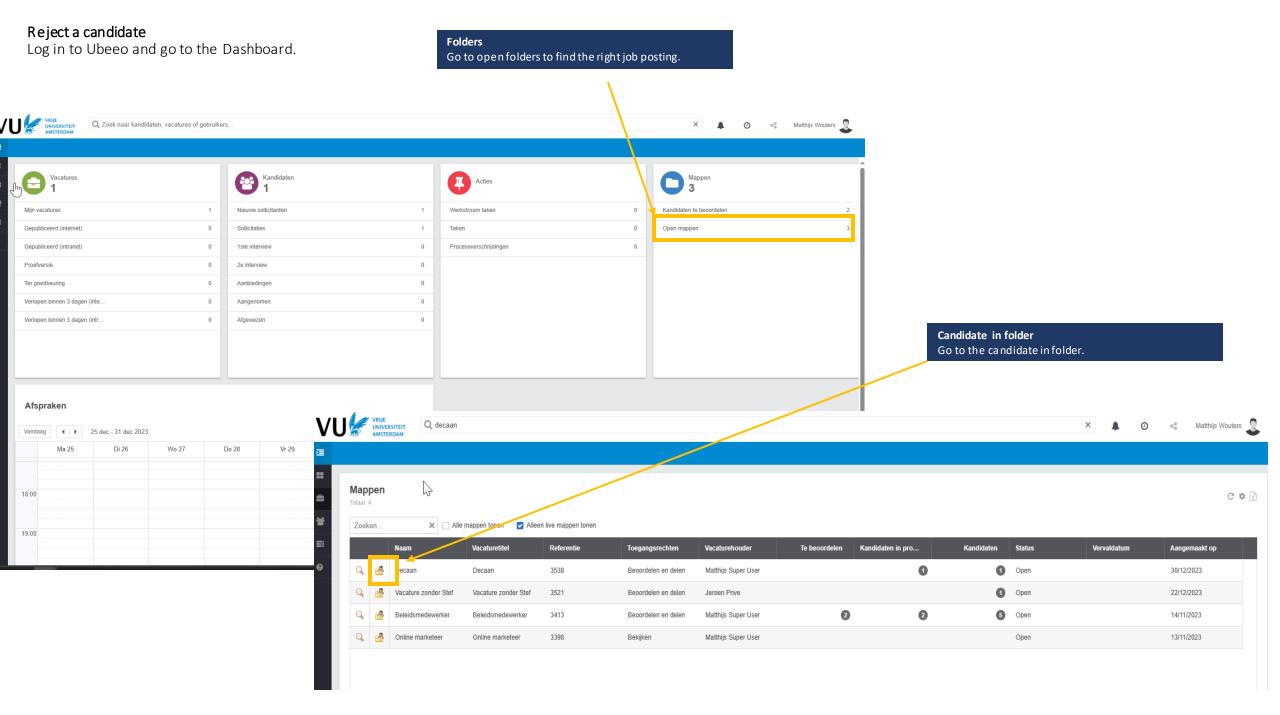
Step by step to the best candidate

You want to reject a candidate for a position, using Ubeeo you can easily reject candidates. It's also possible to reject candidates in bulk.

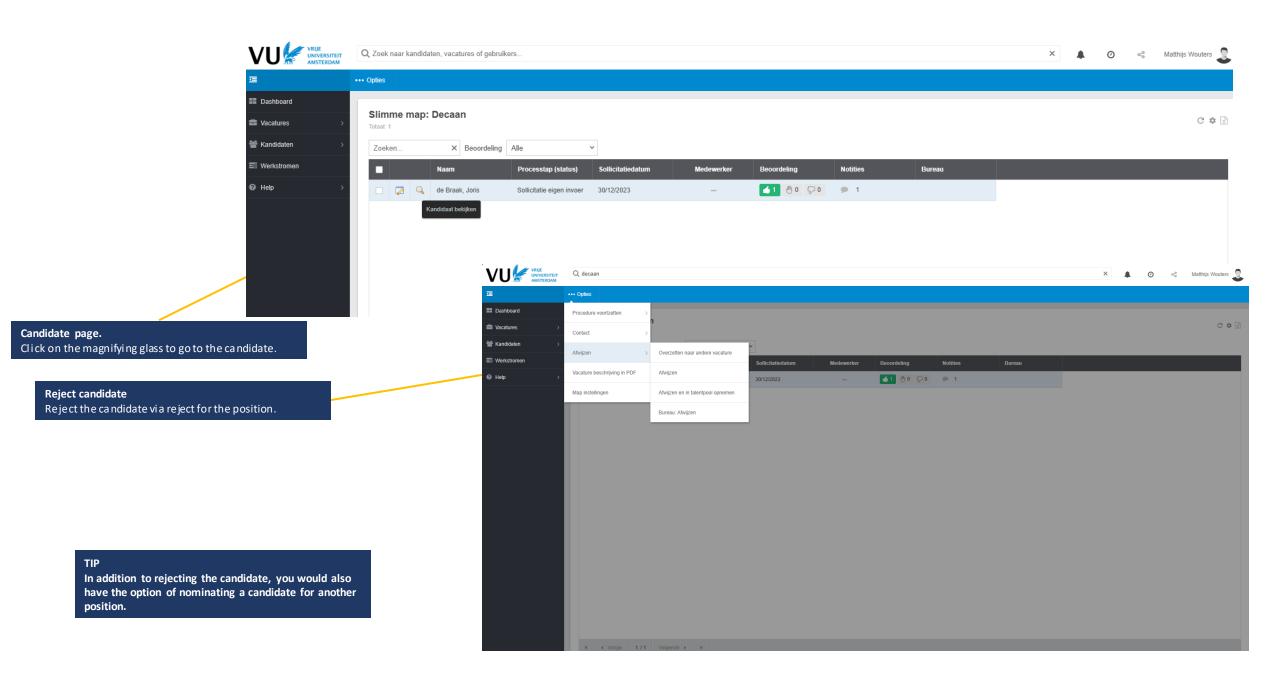
The system helps you through it step by step. In this QRC you'll find an overview of the most important parts.

Any questions?

Do you have questions about the process of Selection? Then contact the ATS support team. For technical problems with Ubeeo you can contact the ICT Service Desk.



Reject candidate



Notify candidate

After you have rejected the candidate you will be taken to the following screen.

Reject candidate

Choose one of several reasons to reject the candidate after this the menu unfolds.

Correspondence

applicable.

Complete the details for rejection if

Claudio Pizarro Status aanmaken: Afgewezen Status Status Here, choose the date when the choice was made for the rejection. Optionally, Datum actie * 4 januari 2024 you can post comments for your Opmerkingen colleagues to further explain your choice. Status details Vacature Decaan Kandidaat voldoet niet Claudio Pizarro Status aanmaken: Afgewezen Reden * Kandidaat voldoet niet Correspondentie Afwijzing na gesprek [users_full_name] <vacaturedesk.hrm@vu.r claudio-pizarro@medici.it Cc naar bureau Antwoord naar [users email address]

Prioriteit

Normal

Notify candidate At the bottom of the email templa candidate.

andidate ottom of the screen, you will find

At the bottom of the screen, you will find the email template which will be sent to the candidate.

Subject

Jouw sollicitatie bij [company_name]

Specify the subject so the candidate knows exactly what job posting is involved.

Note!

If the candidate's status does not change within 2 weeks, you will receive a reminder. Therefore, it is important that candidates who are not accepted are notified that they have been rejected.

Message

A standard message is ready for the candidate, adjust the content of the message if necessary.

Bericht Beste [first_name],

Onderwerp

Wij danken je hartelijk voor het gesprek. Helaas moeten wij je meedelen dat wij de sollicitatieprocedure voor de functie [job title] niet met je voortzetten.

Desondanks willen wij je hartelijk danken voor de tijd en moeite die in je sollicitatie bij ons hebt gestoken.

Met vriendelijke groet,

[users_full_name] Vrije Universiteit Amsterdam

Send

After checking the message, you can send the message to the candidate.

Note!

If the candidate's status does not change within 2 weeks you will receive a reminder. Therefore, it is important that candidates who are not hired are notified that they have been rejected.

Verzenden

Bekijken

Reject candidate in bulk

Within Ubeeo you can reject multiple candidates at the same time.

Reject candidates.Check the candidates you want to reject for the position.

Q decaan

Procedure voortzetten

Kandidaatgegevens doorsturen

Vacature beschrijving in PDF

Map instellingen

Overzetten naar andere vacature

Afwijzen en in talentpool opnemen

Afwijzen

Bureau: Afwijzen

••• Opties

Contact

Afwijzen

Bashboard

Vacatures

Kandidaten

Werkstromen

Organisaties

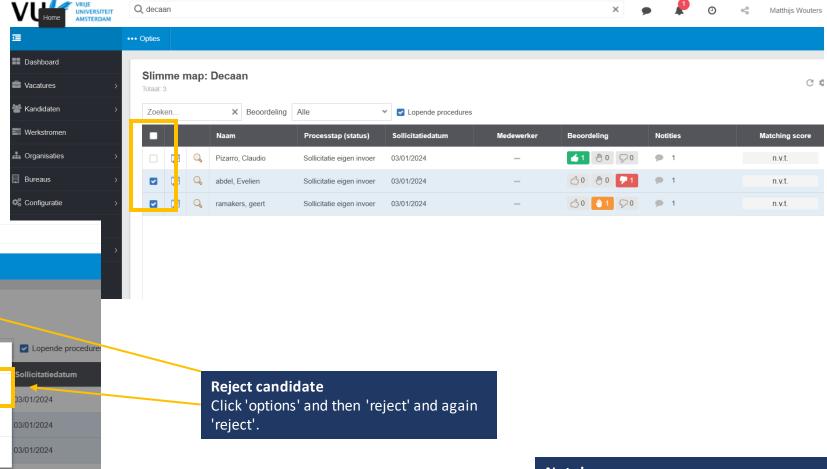
Configuratie

Naar versie 8

Help

Bureaus

Note! In bulk, you can reject up to 50 candidates at a time.



Note!

If the candidate's status does not change within 2 weeks you will receive a reminder. Therefore, it is important that candidates who are not hired are notified that they have been rejected.