




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 a candidate

Log in to Ubeeo and go to the Dashboard.

Folders

Go to open folders to find the right job posting.

The dashboard features four main navigation panels:

- Vacatures (1):** Mij vacatures (1), Gepubliceerd (internet) (0), Gepubliceerd (intranet) (0), Proefversie (0), Ter goedkeuring (0), Verlopen binnen 3 dagen (inte...) (0), Verlopen binnen 3 dagen (intr...) (0).
- Kandidaten (1):** Nieuwe sollicitanten (1), Sollicitaties (1), 1ste interview (0), 2e interview (0), Aanbiedingen (0), Aangenomen (0), Afgewezen (0).
- Acties:** Werkstroom taken (0), Taken (0), Procesoverschrijdingen (0).
- Mappen (3):** Kandidaten te beoordelen (2), Open mappen (3).

Candidate in folder

Go to the candidate in folder.

The 'Afspraken' section shows a calendar for the week of 25 dec - 31 dec 2023. The time slots for 18:00 and 19:00 are visible, with no appointments currently scheduled.

The 'Mappen' section displays a list of folders with the following data:

Naam	Vacaturetitel	Referentie	Toegangsrechten	Vacaturehouder	Te beoordelen	Kandidaten in pro...	Kandidaten	Status	Vervaldatum	Aangemaakt op
decaan	Decaan	3538	Beoordelen en delen	Matthijs Super User		1	1	Open		30/12/2023
Vacature zonder Stef	Vacature zonder Stef	3521	Beoordelen en delen	Jeroen Prive			1	Open		22/12/2023
Beleidsmedewerker	Beleidsmedewerker	3413	Beoordelen en delen	Matthijs Super User	2	2	6	Open		14/11/2023
Online marketeer	Online marketeer	3398	Bekijken	Matthijs Super User				Open		13/11/2023

Reject candidate

The screenshot shows the VU recruitment system interface. At the top left is the VU logo and 'VRIJE UNIVERSITEIT AMSTERDAM'. A search bar contains 'Zoek naar kandidaten, vacatures of gebruikers...'. A navigation menu on the left includes 'Dashboard', 'Vacatures', 'Kandidaten', 'Werkstromen', and 'Help'. The main content area is titled 'Slimme map: Decaan' with 'Totaal: 1' candidates. A search filter 'Zoeken...' and a dropdown 'Beoordeling: Alle' are visible. A table lists candidates with columns: 'Naam', 'Processtap (status)', 'Sollicitatiedatum', 'Medewerker', 'Beoordeling', 'Notities', and 'Bureau'. One candidate is listed: 'de Braak, Joris' with status 'Sollicitatie eigen invoer' and date '30/12/2023'. A 'Kandidaat bekijken' button is positioned below the candidate's name.

Candidate page.
Click on the magnifying glass to go to the candidate.

Reject candidate
Reject the candidate via a reject for the position.

TIP
In addition to rejecting the candidate, you would also have the option of nominating a candidate for another position.

This screenshot shows the same interface as the first screenshot, but with the 'Afwijzen' (Reject) option selected from the 'Oplies' (Options) menu. The dropdown menu is open, showing several options: 'Procedure voortzetten', 'Contact', 'Afwijzen', 'Vacature beschrijving in PDF', 'Map instellingen', 'Overzetten naar andere vacature', 'Afwijzen', 'Afwijzen en in talentpool opnemen', and 'Bureau: Afwijzen'. The 'Afwijzen' option is highlighted in blue. The background is dimmed to show the menu options clearly.

Notify candidate

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

Claudio Pizarro

Status aanmaken: Afgewezen

Status

Datum actie * 4 januari 2024

Opmerkingen

Status

Here, choose the date when the choice was made for the rejection. Optionally, you can post comments for your colleagues to further explain your choice.

Reject candidate

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

Status details

Vacature Decaan

Reden * Kandidaat voldoet niet

Claudio Pizarro

Status aanmaken: Afgewezen

Vacature

Reden * Kandidaat voldoet niet

Correspondence

Complete the details for rejection if applicable.

Correspondentie

E-mail * Afwijzing na gesprek

Van [users_full_name] <vacaturedesk.hrm@vu.r

Aan * claudio-pizarro@medici.it

Cc

Cc naar bureau

Bcc

Antwoord naar [users_email_address]

Prioriteit Normal

Notify candidate

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

Subject

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.

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.

Onderwerp

Jouw sollicitatie bij [company_name]

Bericht

Beste [first_name],

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

Verzenden

Bekijken

Reject candidate in bulk
Within Ubeeo you can reject multiple candidates at the same time.

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

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

The screenshot shows the 'Slimme map: Decaan' interface. A table lists three candidates with checkboxes in the first column. The 'Options' menu is open, and the 'Reject' option is highlighted.

	Naam	Processtap (status)	Sollicitatiedatum	Medewerker	Beoordeling	Notities	Matching score
<input type="checkbox"/>	Pizarro, Claudio	Sollicitatie eigen invoer	03/01/2024	—	👍 1 🗑️ 0 💬 0	💬 1	n.v.t.
<input checked="" type="checkbox"/>	abdel, Evelien	Sollicitatie eigen invoer	03/01/2024	—	👍 0 🗑️ 0 🚫 1	💬 1	n.v.t.
<input checked="" type="checkbox"/>	ramakers, geert	Sollicitatie eigen invoer	03/01/2024	—	👍 0 🗑️ 1 💬 0	💬 1	n.v.t.

This close-up shows the 'Options' menu with 'Afwijzen' selected. A sub-menu is visible with 'Afwijzen' highlighted.

- Procedure voortzetten
- Contact
- Afwijzen
 - Overzetten naar andere vacature
 - Afwijzen**
 - Afwijzen en in talentpool opnemen
 - Bureau: Afwijzen
- Kandidaatgegevens doorsturen
- Vacature beschrijving in PDF
- Map instellingen

Reject candidate
Click 'options' and then 'reject' and again 'reject'.

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.