

Closing a Posting & Affirmative Action

PeopleAdmin

Summary: William & Mary is required by federal law to ensure equity in all selection processes and to establish and attain affirmative action goals. Record keeping and monitoring of the procedures are required by law. As the phrase implies, Affirmative Action requires employers (like William & Mary) to make additional efforts to recruit and employ members of groups formerly excluded and under-represented.

Help us support our affirmative action plan by updating your applicant status. Each applicant's status must be updated and moved to either one of the following statuses with reason filled out completely:

- a. Not Under Consideration with appropriate reason
- b. Interviewed Not Selected with appropriate reason

1. Login to PeopleAdmin
2. Open the posting
3. Click on Applicants tab
4. Review active applicants:
 - a. When we fill a position, all applicants should be **dispositioned**; meaning each applicant should have a non-selection reason (except for the person we hired). For those hired, their disposition should be updated to "offered job." Do not leave anyone at the stage of finalist.
 - Not Under Consideration with appropriate reason
 - Interviewed Not Selected with appropriate reason
5. Once all applicants have been dispositioned, contact Talent Acquisition to have the posting status moved to **Filled**. When the posting is moved to Filled, applicants will receive an email notification that the position has been filled. Applicants will not be notified prior to moving the posting status to filled.
 - a. It is important to do this in a timely manner to ensure a positive candidate experience.
 - b. This information directly impacts Affirmative Action data.