




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 Ubeo 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 calendar grid is currently empty.

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 HR 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 bar within the table shows 'Zoeken...' and a filter dropdown is set to 'Beoordeling: Alle'. The table has 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 visible below the candidate row.

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

**Reject candidate**  
Reject the candidate via 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 'Afwijzen' (Reject) dropdown menu open over the candidate 'de Braak, Joris'. The menu options are: 'Procedure voortzetten', 'Contact', 'Afwijzen' (highlighted), 'Vacature beschrijving in PDF', 'Map instellingen', 'Overzetten naar andere vacature', 'Afwijzen', 'Afwijzen en in talentpool opnemen', and 'Bureau: Afwijzen'. The background shows the same candidate list as the previous screenshot, but with a grey overlay.

## 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

Complete the details for rejection if applicable.

### 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.

#### Status details

Vacature Decaan

Reden \* Kandidaat voldoet niet

### Claudio Pizarro

Status aanmaken: Afgewezen

Reden \* Kandidaat voldoet niet

#### 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 a maximum of 50 candidates at a time.

### Reject candidates

Open the living folder and tick the candidates you want to reject for the position.

### Reject candidate

Click 'options' and then 'reject' and then click 'reject' again.

The screenshot shows the Ubeeo interface with the 'Options' menu open. The 'Afwijzen' option is highlighted, and a sub-menu is visible with 'Afwijzen' selected. The search bar contains 'decaan'.

The screenshot shows a list of candidates in the Ubeeo interface. The 'Options' menu is open, and the 'Afwijzen' option is highlighted. The list of candidates is shown with checkboxes, names, process steps, dates, and language settings.

	Naam	Processtap (status)	Sollicitatiedatum	Medewerker	Beoordeling	Ingestelde taal
<input checked="" type="checkbox"/>	<i>Naam kandidaat</i>	Sollicitatie via site	01/07/2024	—	👍 0 🖱️ 0 💬 0	Engels
<input checked="" type="checkbox"/>	<i>Naam kandidaat</i>	Sollicitatie via site	01/07/2024	—	👍 0 🖱️ 0 💬 0	Engels
<input checked="" type="checkbox"/>	<i>Naam kandidaat</i>	Sollicitatie via site	30/06/2024	—	👍 0 🖱️ 0 💬 0	Engels
<input checked="" type="checkbox"/>	<i>Naam kandidaat</i>	Sollicitatie via site	30/06/2024	—	👍 0 🖱️ 0 💬 0	Engels
<input type="checkbox"/>	<i>Naam kandidaat</i>	Sollicitatie via site	29/06/2024	—	👍 0 🖱️ 0 💬 0	Nederlands
<input type="checkbox"/>	<i>Naam kandidaat</i>	Sollicitatie via site	29/06/2024	—	👍 0 🖱️ 0 💬 0	Engels

## Note!

When you want make changes to the standard rejection template it is important to group candidates by language settings (Dutch/English). Select the candidates with English language settings separately from the candidates with Dutch language settings. This is important because changes to the standard template are not applied to the other language.

Example: When you want to personalize the template or add extra information and you have candidates in the selection with different language settings (both Dutch and English), you get either a Dutch or an English template to modify. For the template in the other language that is not visible, the standard text will then be sent and thus the adjustments made will not be applied.