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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.

Reject candidate

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.

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 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.

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.