

Reject Candidates in the OHC

After reviewing candidates, there may be ones you do not want to move forward with. This guide provides instructions on how to move these candidates to a Rejected stage. However, this process will just include moving them to this stage, we will not be communicating this information until the end of the selection process when a final candidate is chosen and the position is closed.

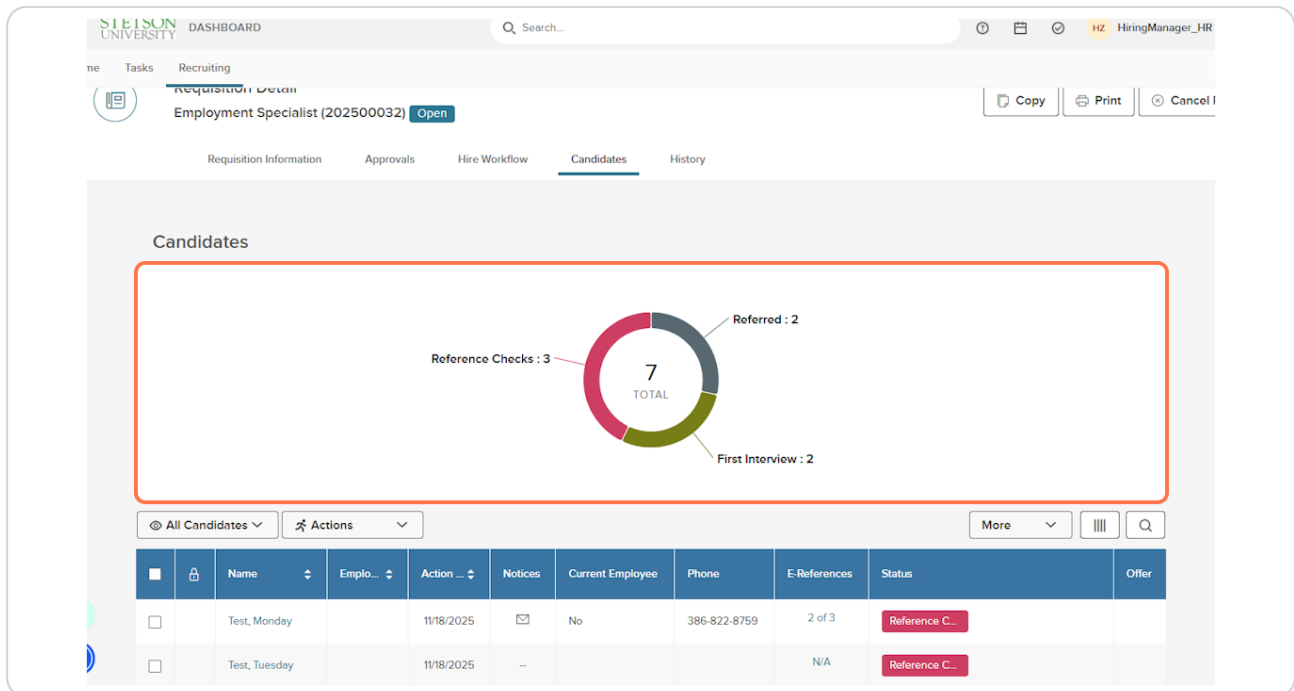
17 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
HR Law	Nov 18, 2025	Nov 19, 2025

Access the NeoEd Dashboard at unified.neoed.com

STEP 1

Start by navigating to the Candidates page for your open position. Refer to the OHC Guide for more information on how to navigate to this page.



The screenshot shows the NeoEd Dashboard interface. At the top, there's a navigation bar with 'SUNY DASHBOARD' and a search bar. Below that, a breadcrumb trail shows 'Recruiting' and 'Requisition Detail'. The main content area is titled 'Candidates' and features a donut chart with the following data:

- 7 TOTAL
- Reference Checks : 3
- Referred : 2
- First Interview : 2

Below the chart, there's a table of candidates. The table has columns for Name, Emplo..., Action..., Notices, Current Employee, Phone, E-References, Status, and Offer. The first two rows of data are visible:

	Name	Emplo...	Action...	Notices	Current Employee	Phone	E-References	Status	Offer
☐	Test, Monday		11/18/2025		No	386-822-8759	2 of 3	Reference C...	
☐	Test, Tuesday		11/18/2025	--			N/A	Reference C...	

STEP 2

Select the candidate you would like to update the status of.

☐		Name	Emplo...	Action...	Notices	Current Employee	Phone	E-Refer
☐		Test, Monday		11/18/2025		No	386-822-8759	2 o
☐		Test, Tuesday		11/18/2025	--			N/
☐		Test, Wednesday		11/18/2025	--			N/
☐		Test, Thursday		11/17/2025	--			N/
☐		Test, Friday		11/17/2025	--			N/
☐		Test, Saturday		11/18/2025	--			N/
☐		Test, Sunday		11/18/2025	--			N/

First Previous **1** Next Last 10 Items per page

STEP 3

This takes you to the candidate's profile where you can see their application information, interview ratings, and anything else needed to evaluate them.

DASHBO
recruiting

Test, Thursday

Person ID: 65138512 **First Interview**

Application Questions E-References Notices History Notes

>

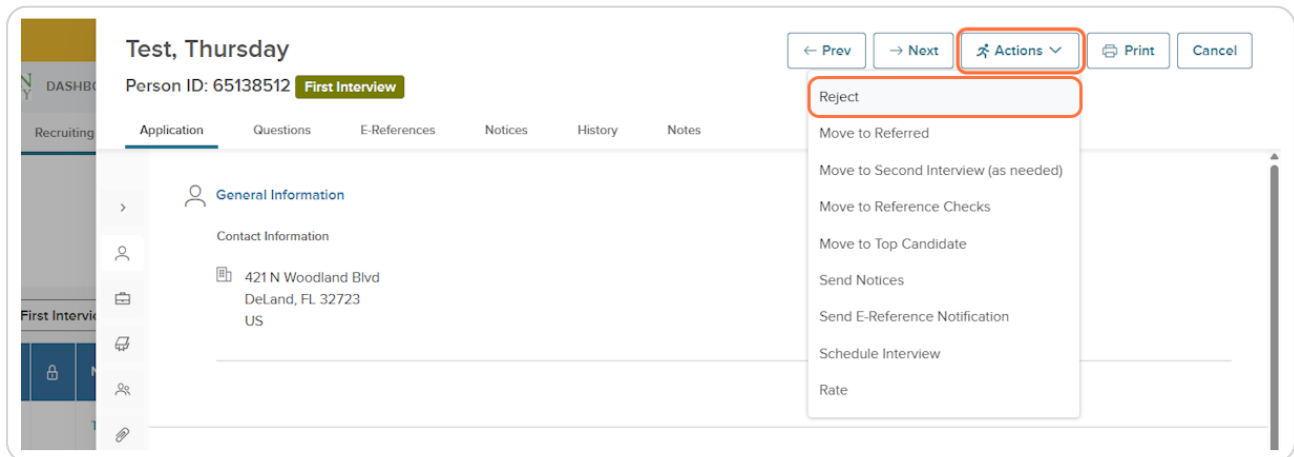
General Information

Contact Information

421 N Woodland Blvd
DeLand, FL 32723
US

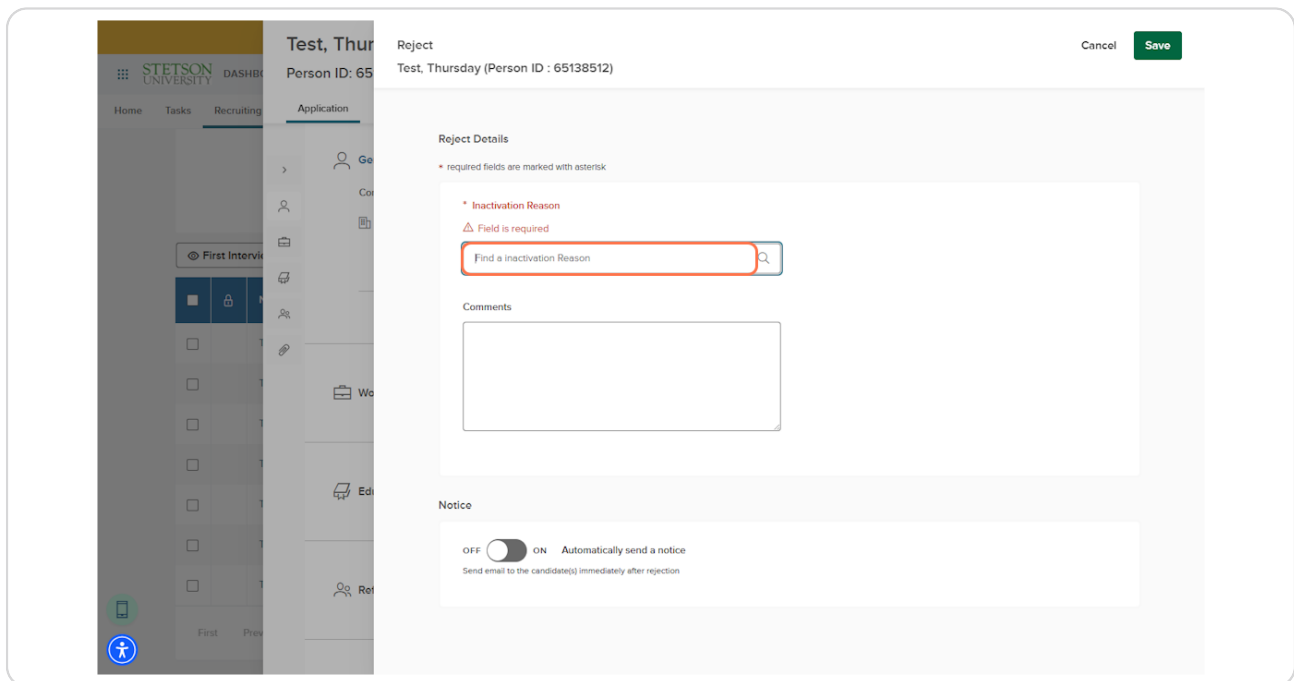
STEP 4

Once you have reviewed everything and decided not to move forward with the candidate, you will click on Actions and then select Reject.



STEP 5

This will prompt you to enter more information regarding the Rejection. You are required to enter an Inactivation Reason, which is the reason why the candidate is being rejected. You can also add comments if you would like to expand on this reason.



STEP 6

To select the Inactivation Reason, click the magnifying glass.

The screenshot shows a 'Reject Details' form. At the top, it says 'Reject Details' and '* required fields are marked with asterisk'. Below this, there is a red asterisk followed by 'Inactivation Reason'. Underneath, a warning icon and text say 'Field is required'. The 'Inactivation Reason' field is a text input with the placeholder 'Find a inactivation Reason' and a magnifying glass icon on the right. A tooltip points to the magnifying glass icon, containing the text: 'Click here or press enter to view inactivation reason in a window.' Below the input field is a 'Comments' section with a large text area.

STEP 7

This will bring you to the list of possible Inactivation Reasons. Select the one that is best fit for the candidate.

The screenshot shows a modal titled 'Select a Inactivation Reason' with a 'Cancel' button in the top right. Inside the modal, there is a search bar with a magnifying glass icon. Below the search bar is a list of inactivation reasons: 'Declined Offer', 'Did Not Respond', 'Does Not Meet Minimum Qualifications', 'Failed Background Check', 'Failed MVR', 'Interviewed - Not Selected', 'No Show for Interview' (highlighted with a red border), 'Not Best Qualified', 'Salary Expectations Did Not Align', and 'Withdrawn from Consideration'. At the bottom of the modal, there is a pagination bar with 'First', 'Previous', '1', 'Next', 'Last', a dropdown menu set to '10', and the text 'Items per page' and 'Showing 1-10 of 10 items'.

STEP 8

Ensure the Notice option is toggled to Off. At this point in the process, we do not want to let the candidates know they have been moved to this stage just in case you need to go back to the candidate pool and re-evaluate the candidates.

We will communicate with all the selected candidates once a final candidate is selected and the position is closed.

Reject Details

* required fields are marked with asterisk

* Inactivation Reason

Interviewed - Not Selected

Comments

Notice

OFF ☐ ON Automatically send a notice

Send email to the candidate(s) immediately after rejection

STEP 9

Click on Save

Reject
Test, Thursday (Person ID : 65138512)

Cancel **Save**

Reject Details

* required fields are marked with asterisk

* Inactivation Reason

Interviewed - Not Selected

Comments

Notice

OFF ☐ ON ☒ Automatically send a notice
Send email to the candidate(s) immediately after rejection

STEP 10

On the candidate's profile, you can see they have now been moved to Rejected.

STETSON UNIVERSITY DASHBOARD

Home Tasks Recruiting

Test, Thursday

Person ID: 65138512 **Rejected**

Processing...

Application Questions E-References Notices

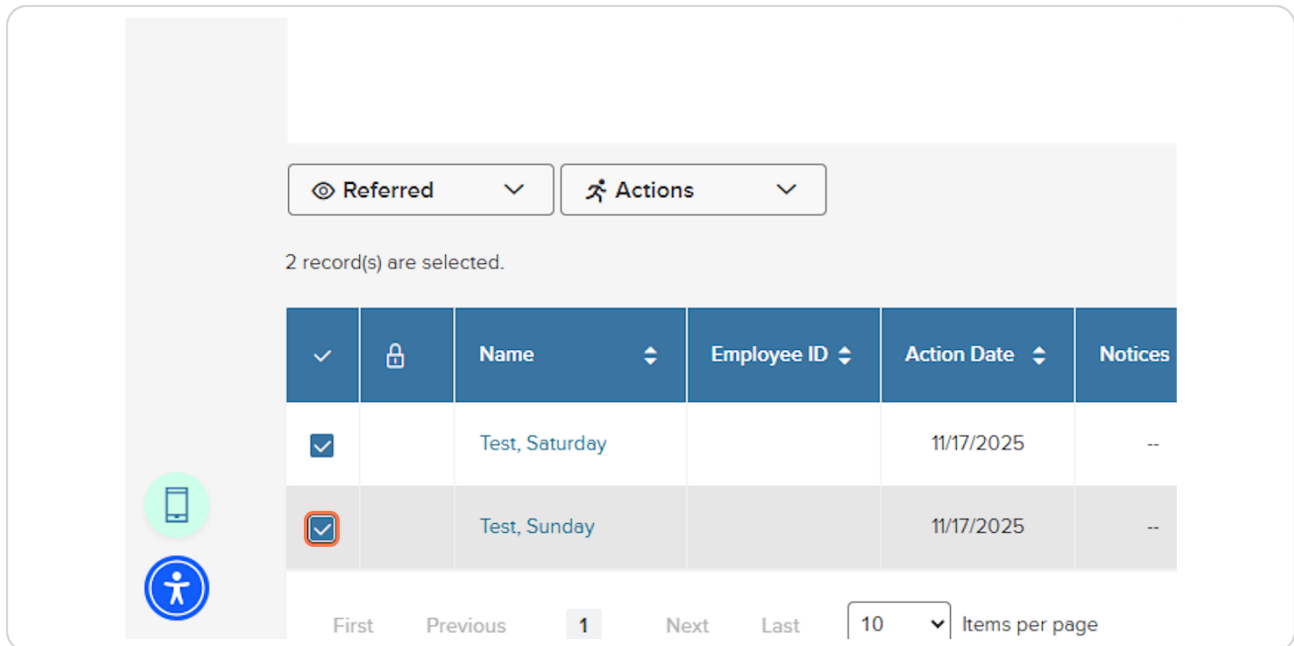
General Information

Contact Information

421 N Woodland Blvd
DeLand, FL 32723
US

STEP 11

You can also move candidates to the Rejected stage in bulk. From the Candidates page, select all of the candidates you would like to move to Rejected.

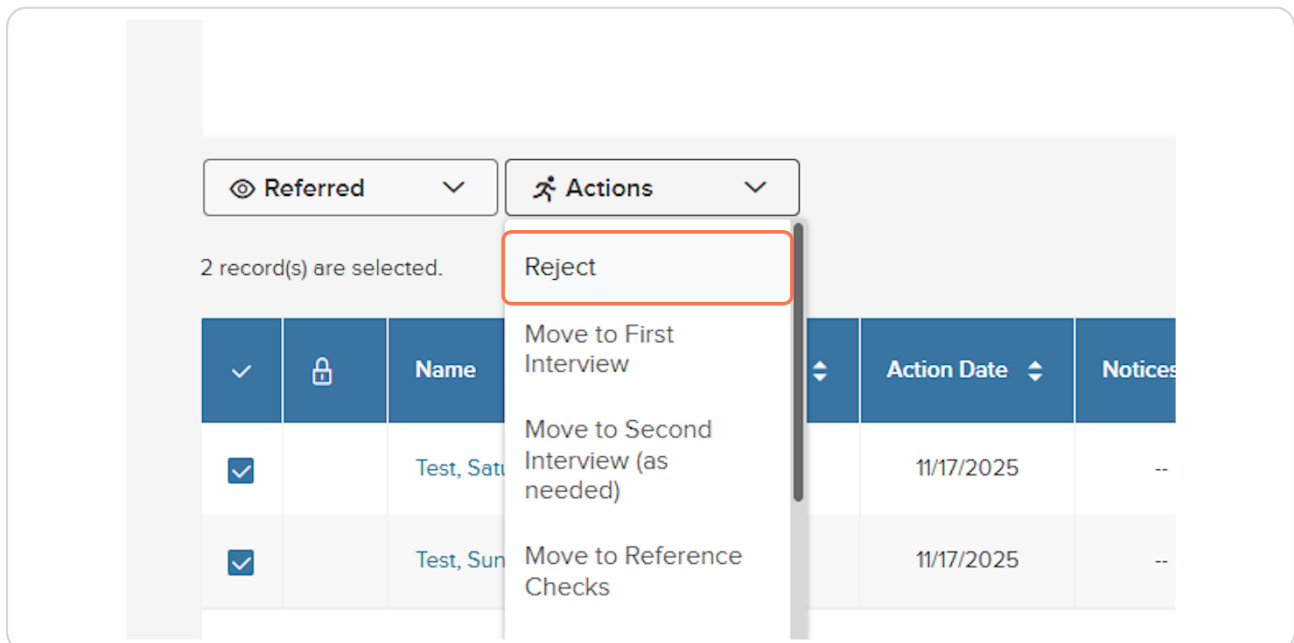


The screenshot shows a web interface for managing candidates. At the top, there are two dropdown menus: "Referred" and "Actions". Below them, it says "2 record(s) are selected." A table with two rows is displayed. The first row is "Test, Saturday" and the second row is "Test, Sunday". Both rows have a blue checkmark in the selection column. At the bottom, there are navigation links: "First", "Previous", "1", "Next", "Last", and a "10" items per page dropdown.

✓	🔒	Name	Employee ID	Action Date	Notices
☒		Test, Saturday		11/17/2025	--
☒		Test, Sunday		11/17/2025	--

STEP 12

Click on Actions and then select Reject.



The screenshot shows the same web interface as in Step 11, but with the "Actions" dropdown menu open. The menu has four options: "Reject", "Move to First Interview", "Move to Second Interview (as needed)", and "Move to Reference Checks". The "Reject" option is highlighted with a red border. The table below shows the same two rows as in Step 11.

✓	🔒	Name	Employee ID	Action Date	Notices
☒		Test, Saturday		11/17/2025	--
☒		Test, Sunday		11/17/2025	--

STEP 13

Select the Inactivation Reason

The screenshot shows a 'Reject' form for two candidates: Test, Saturday (Person ID : 65138517) and Test, Sunday (Person ID : 65138526). The form has a 'Cancel' button and a green 'Save' button. The 'Reject Details' section includes a note that required fields are marked with an asterisk. The 'Inactivation Reason' field is highlighted with a red border and a tooltip that says 'Click here or press enter to view inactivation reason in a window.' Below this is a 'Comments' text area. The left sidebar shows an 'Actions' button.

STEP 14

From the list, you will select the most applicable reason. Since you selected multiple candidates, this Inactivation Reason will apply to all of the candidates you selected.

The screenshot shows a 'Select a Inactivation Reason' modal. The modal has a 'Cancel' button and a search bar. Below the search bar is a list of reasons: Declined Offer, Did Not Respond, Does Not Meet Minimum Qualifications, Failed Background Check, Failed MVR, Interviewed - Not Selected, No Show for Interview, Not Best Qualified, Salary Expectations Did Not Align, and Withdrew from Consideration. The 'Inactivation Reason' field is highlighted with a red border. The left sidebar shows the 'Reject' form with the 'Inactivation Reason' field highlighted. The bottom of the modal shows pagination: First, Previous, 1, Next, Last, 10 items per page, and Showing 1-10 of 10 items.

STEP 15

Again, ensure the Notice is toggled to Off.

The screenshot shows a 'Reject Details' form. At the top, it says '* required fields are marked with asterisk'. Below this is the 'Inactivation Reason' section with a dropdown menu showing 'Does Not Meet Minimum Qualifi...'. Underneath is a 'Comments' text area. At the bottom is the 'Notice' section, which is highlighted with a red rectangle. It contains a toggle switch set to 'OFF' and the text 'Automatically send a notice' and 'Send email to the candidate(s) immediately after rejection'.

STEP 16

Click Save

The screenshot shows the same 'Reject Details' form as in Step 15. At the top right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangle. The form content is identical to the previous screenshot, including the 'Inactivation Reason' dropdown, 'Comments' text area, and 'Notice' toggle set to 'OFF'.

STEP 17

You can now see that the Candidates pie chart has been updated with three candidates now in the Rejected pool.

