

## DECLINED POSITIONS SUMMARY

### IV.K.1.f

During the first semester of 2014-15 school years, the District continued to use the SIGMA on-line application system. If an applicant declined the offer of employment with the District they notified Human Resources via phone calls or email. If the candidate had not responded to new hire letter, HR would call the candidate to inquire. Using the Sigma system to collect that information HR would then distinguish and track the decline dispositions. The system used six dispositions codes and these codes were as follows:

- Declined Accepted Other Position (DPO)
- Declined No Reason Given (DPN)
- Declined Personnel Reasons (DPP)
- Declined Salary (DPS)
- Declined Location of Site (DPL)
- Declined Interview (DPI)<sup>i</sup>.

As a result of the change from SIGMA to AppliTrack as the online application system, the District changed the way we track decline dispositions. In AppliTrack candidates are notified by hiring administrators regarding recommendation of hire. Candidates are able to notify the site or Human Resources at which point the candidate Application Pipeline Status is changed. In the applicant tracking system have implemented the following selections:

Declined position  
Accepted another offer  
Availability date  
No reason given  
Non-response (Unable to contact)  
Personal reasons  
Salary  
Site  
Location

The District transitioned from SIGMA to AppliTrack completely in December of 2014. While the district has been inputting the data the data extraction is currently a manual process. The information that was for the SY 2014-15 is as follows:

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**Table A: Applicant Job Offer Rejections**

Declined Job Offer Reasons	SY 2013-14	SY 2014-15
Accepted Other Offer	16	29
No Reason Given	8	14
Location	1	1
Personal Reasons	14	15
Salary	3	7
Availability date	Not tracked	2
Non-Response	Not tracked	5
Total	42	73

A total of 73 candidates for certificated positions declined the positions they were offered in SY 2014-15, two were African American, twelve Hispanics, 33 Whites, four Asian/Pacific Islander, two Native American and ten unspecified. One African American and five Hispanics gave no reason for declining the job offers. One African American and one Hispanic gave Personal Reasons for declining. five Hispanics accepted other job offers and 1 Hispanic declined the job offer for site location. (see Appendix \_\_\_ **Declined Job Offer for USP**).

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<sup>i</sup> Since the beginning of this effort, the “Declined Interview” option has been removed. Those who decline interviews are – by definition –not offered jobs. Adding those who decline interviews to the pool of those who decline jobs, risk creating an inaccurate database.