


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-TRT-007
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Applicant Release & Disposition Procedure			Page 1 of 2

I. OBJECTIVE

To detail the process for releasing an applicant in Paylocity.

II. SCOPE

This SOP is applicable to hiring managers who have selected another candidate for hire and need to release or pass on an applicant in the Paylocity.

III. PROCEDURE

1.0 Releasing an Application

- 1.1 The hiring manager navigates to the candidate's profile, under "**Recruiting**", click into your Job Requisition or go to "**Candidates**" and search for the applicant. Click on their name and then navigate to the "**Feed**" tab.
- 2.1 The hiring manager will then click into the text box and add any applicable notes following the **Disposition/Release Reasons** guidelines provided in the Recruiting Training in Paylocity and in the Document Library on the team portal.
- 3.1 Using the orange drop down box, change the status to the correct "release" status, some will generate an email depending upon the release reason.
- 4.1 Verify the information then click "**Schedule Send**". This should **ALWAYS** be scheduled to go out **the following day**.

IV. ASSOCIATED DOCUMENTS/LINKS

[DISPOSITION/RELEASE REASONS](#)

V. VERSION

SOP No.	Effective Date	Reason for revision

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