

Move Selected Candidate to Hired

- Select Candidate's name and Click **Move to Hire**.

The screenshot shows a candidate management interface. At the top, a circular progress indicator displays '1 TOTAL' and 'Offered : 1'. Below this, a table lists candidates. The candidate 'Linneweber' is selected, and the 'Move to Hire' action is highlighted in a red box. The table columns are: Name, Action Date, Total Rank, Phone, and Status. The candidate's status is 'Offered' and 'Accepted'.

Name	Action Date	Total Rank	Phone	Status
Linneweber	03/21/2023	1	8128905162	Offered Accepted

- Complete Hire Form and Click **Save & Continue to Next Step**.

The screenshot shows the 'Hire Form' for Lisa M. Brinkman (Person ID : 52177969). The form is divided into three sections: 1. HIRE INFORMATION, 2. APPROVALS, and 3. ATTACHMENTS. The 'Hire Information' section contains the following fields:

- Offer Date *: 03/24/2023
- Date Offer Accepted *: MM/DD/YYYY (Date Offer Accepted is required)
- Offer Amount: \$ 40000.00
- Bonus Amount: \$
- Start Date *: MM/DD/YYYY
- Orientation Date: MM/DD/YYYY

Buttons at the top right include 'Cancel', 'Save & Close', and 'Save & Continue to Next Step' (highlighted in a red box).

The screenshot shows a 'Status' dropdown menu with two options: 'Hired' (highlighted in a green box) and 'Awaiting Authorization'.

At this point, HR will complete the background check process, if necessary. The hire will appear as Awaiting Authorization until after a passing background check. At this point, HR will approve the hire request for the candidate. The hiring manager will receive an email indicating completion.

*****If the background check is failed, HR will disapprove the Hire and will follow up for further steps.**