Process Applicants/Candidates

- Click directly on the Requisition.

Sort: Date created • Newest First

#202200047 Electronics Instructor
Department: College of Technology • Division: Electronics
Hiring Manager: Gary Wampler
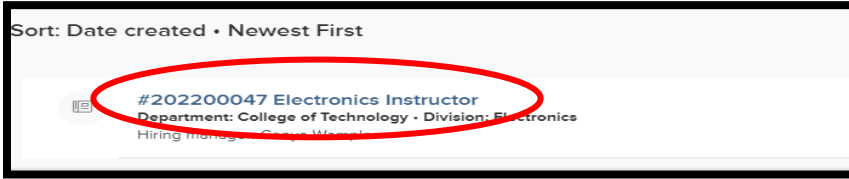
- The Hiring Manager will be able to review the following tabs with information pertaining to the open position:

Requisition Detail

Electronics Instructor (202200047)   Open

Requisition Information   Approvals   Hire Workflow   Candidates   History
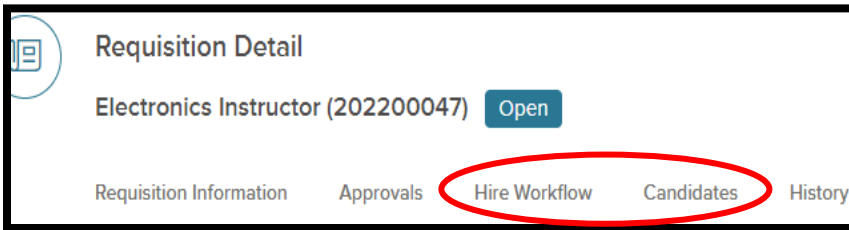
- By Selecting the **Hire Workflow** tab, the Hiring Manager and other assigned individuals may see the steps in the Hire Workflow. If a step is not required for a particular position, that step may be skipped to move through the workflow.

Hire Workflow   Customize Workflow

1	Referred	1 Active	1 Total
2	Search Committee Review	1 Unscheduled	1 Total
3	Interview		0 Total
4	Offered		0 Total
5	Hired		0 Total
X	Rejected		0 Total

- By Selecting the **Candidates** tab, the Hiring Manager and other assigned individuals may view the Candidate's applications and resumes.

- After each candidate has been reviewed, the **Actions** will move the candidate through the Hire Workflow.

Referred : 2

Referred ▼   Actions ▼ | | | More   Q

Reject
Move to Search Committee
Review   Select all 2 records   Clear selection
1 records are selected

☐	🔒	Name		Move to Interview	one	Email Notify	Exam #	Action Date	Elig Exp Date	Print PA	Notices	Status
☑		Green, Mr.	Move to Offered	24867001		Yes	202200047	08/07/2022			--	Referred Active
☐		Wampler, Con	Move to Hire	24867001		Yes	202200047	08/07/2022			--	Referred Active
			Send Notices									

<< < > >>   Showing 1 - 2 of 2 items

Step	Hiring Workflow Status	Task Owner	Description
1.	**Referred**	Hiring Manager	All applications for a position initially populate in the Referred step. Only employees assigned to the Hiring Manager field on the requisition form can view the applications. Actions Needed: • If the Search Committee needs access to view applications, Hiring Manager will select all applicants, click Actions and Move to Review. • If no one else is reviewing applications for this position, the Hiring Manager will select the applicants to forward to the interview step, click Actions and Move to Interview.
2.	**Search Committee Review**	Hiring Manager & Search Committee (If Applicable)	With proper permissions set up, Hiring Manager and Search Committee members can view and rate applications. Actions Needed: • Hiring Manager assigns access to Search Committee members allowing them to view applications (if needed). o Manager has the option to set up rating criterion everyone can use to rate candidates/help decide who to extend an interview to. • Hiring Manager and Search Committee member's review applicants and determine who to interview. • Hiring Manager will select candidates being referred for an interview, click Actions and Move to Interview.
3.	**Interview**	Hiring Manager & Search Committee (If Applicable)	With proper permissions set up, Hiring Manager and Search Committee members can view and rate candidates who interviewed. Actions Needed: • Hiring Manager assigns access to Search Committee members allowing them to view and rate interviewees at this step (if needed). • Hiring Manager contacts candidates to schedule interviews. • Hiring Manager and Search Committee members interview candidates. o Manager has the option to set up rating criterion everyone can use to rate candidates after the interviews. • Hiring Manager or designated committee member will check references for top candidate(s).

4.	**Offered**	Hiring Manager & HR	At this step, Hiring Manager recommends candidate for hire, obtains appropriate approvals from supervisors in the chain of command (if needed) and HR approves the Offer.
			
			Actions Needed:
			• Hiring Manager will select candidate recommended for hire, click Actions and Move to Offer.
			   o On the Offer form, Hiring Manager on entering the date of the recommendation and updates the Offer Approval Workflow to electronically get support for the recommendation.
			• After appropriate approvals are obtained, HR is the final approver.
			   o Click **Offer Accepted** – Once candidate confirms acceptance.

5.	**Hired**	Hiring Manager & HR	Actions Needed: • Hiring Manager moves the candidate who accepts our employment offer into the Hired status. HR begins the background check process. o Candidates who decline our offer will be processed appropriately. • HR closes the posting and marks the requisition as filled, once the background check has been passed.
6.	**Rejected**	HR	Actions Needed: • HR sends email to interviewed candidates not selected for the position.