Reviewing Applications/Hiring Process

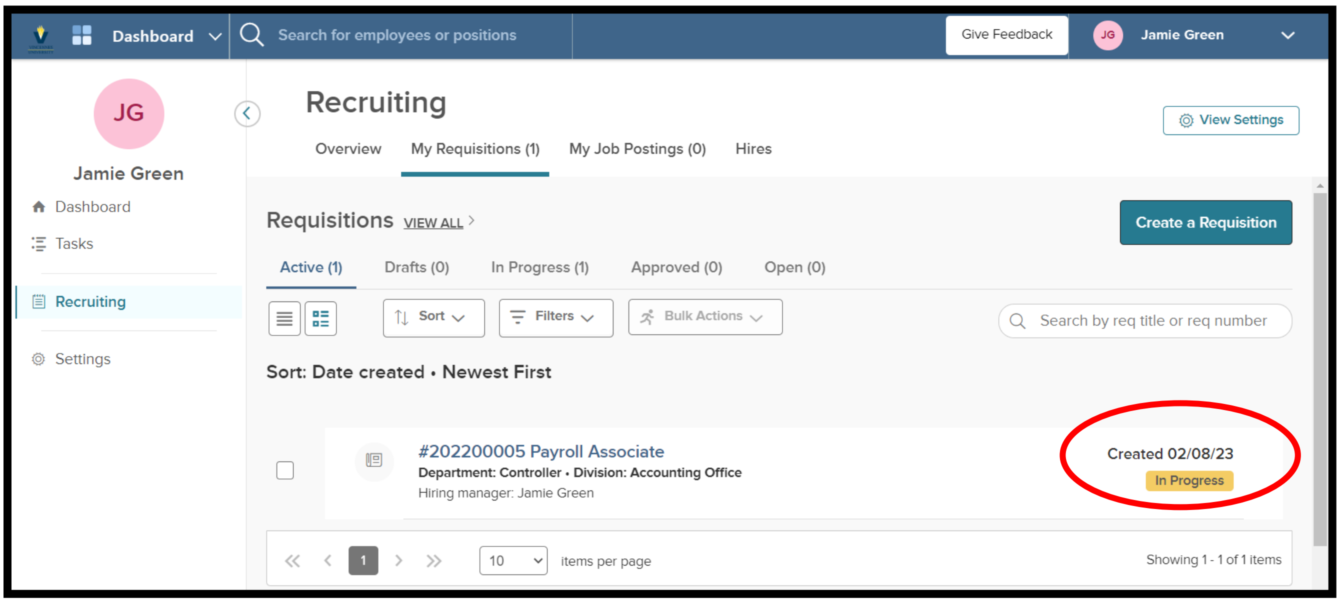
Only employees/supervisors identified in the Hiring Manager field on the Requisition can search and view requisitions. If you cannot see a requisition, contact Human Resources for assistance.

To find/view requisitions and their respective statuses, select the **Dashboard** module in the upper left-hand corner, select **Recruiting**, and then select **View All** in the **My Requisitions** box.

<u>This dashboard will need to be monitored for approvals as the candidate moves through the hiring process.</u>
<u>Once HR refers the candidate, you will receive an email notification.</u>

When viewing your list of requisitions:

- The Approval column on the right indicates which stop the requisition is in within the process. Click on this link to open the requisition to view specific details and who was assigned in the approval workflow.
- The **Status of the Request** (i.e., Draft, In Progress, Approved, Open, Filled and Cancelled) is displayed in the colored boxes in the Requisition Title Column.



<u>Requisition statuses are described below:</u>

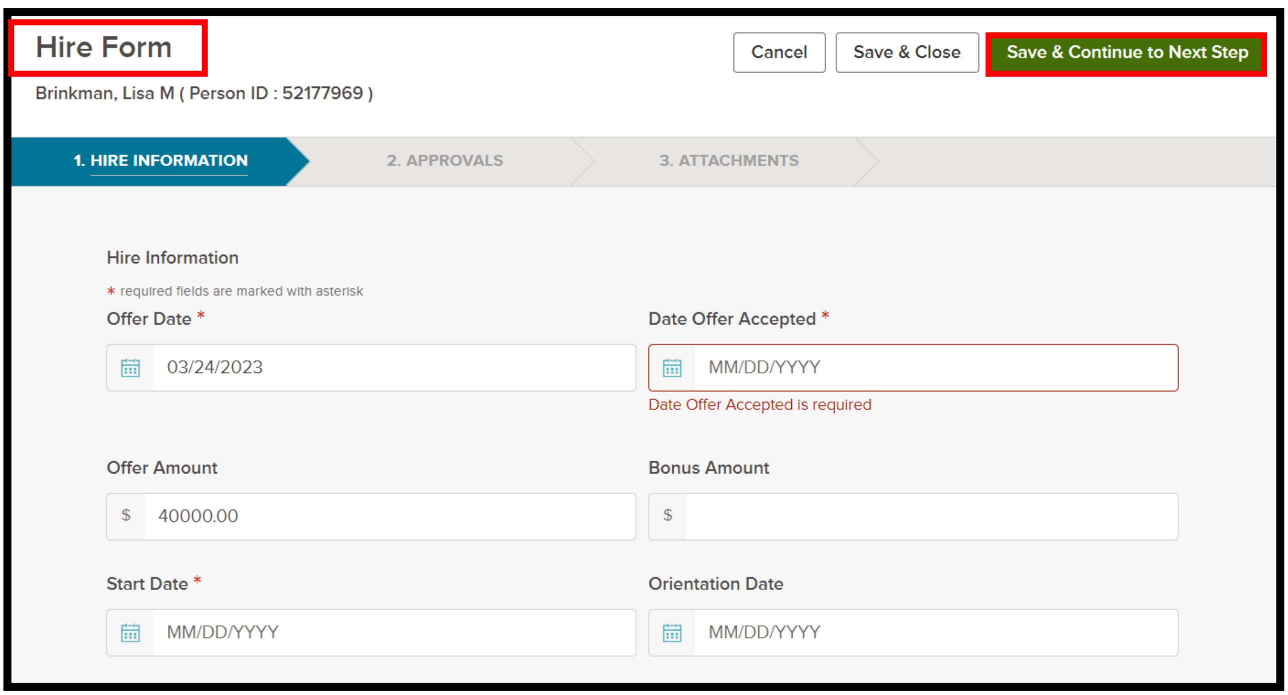
Draft	Manager started/created a requisition but has not submitted it yet.
In Progress	Requisition was submitted and is in the process of obtaining electronic approvals.
Approved	Requisition was submitted, and all approvals were obtained. Human Resources moves Approved requisitions to Open status and creates a job posting.
Open	Requisitions are engaged in the hiring process (i.e., job posted, applications accepted, committee reviewing applicants, etc.). Human Resources and the hiring manager/Search Committee are working together to fill the position.
Filled	A candidate was selected and hired for this position. The request for the position was filled/closed.
Cancelled	Request to fill this position was cancelled.

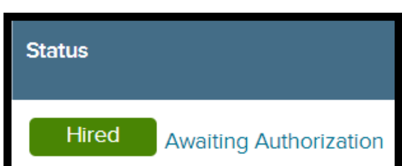
TIP: Clicking a requisition in the Open or Filled status opens the requisition and allows you to view the original requisition <u>and</u> access the Candidates and Hiring Workflow tabs. This is helpful later when you want to view candidates for a position and move them through the search/hiring steps.

Move Selected Candidate to Hired

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

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





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.**