



## **Applicant Review**

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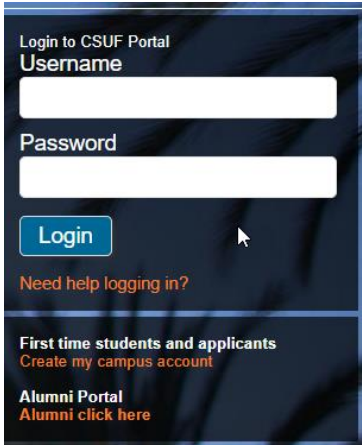
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# Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identifies you as an internal CSU user. Only internal users can access the system.

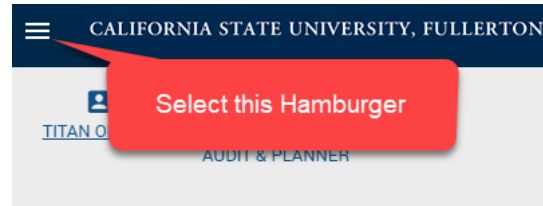
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If you need to change your user role or access in CHRS Recruiting, the IT HR Access Request Form (ARF) must be completed. The Department IT Coordinator (DITC) will typically complete the IT HR ARF for new employees. Current employees who need to change their access must also submit an IT HR ARF; check with your department for guidance.

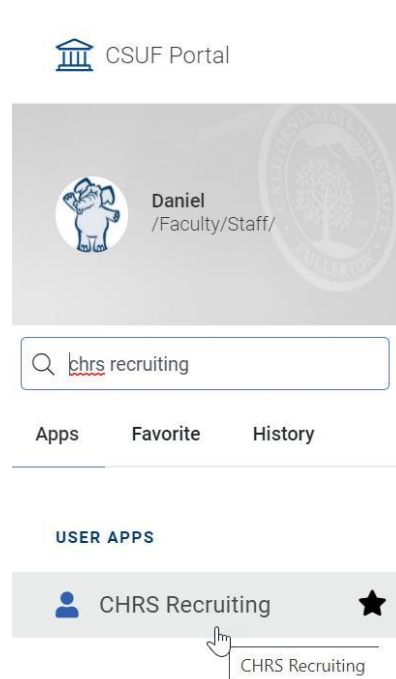
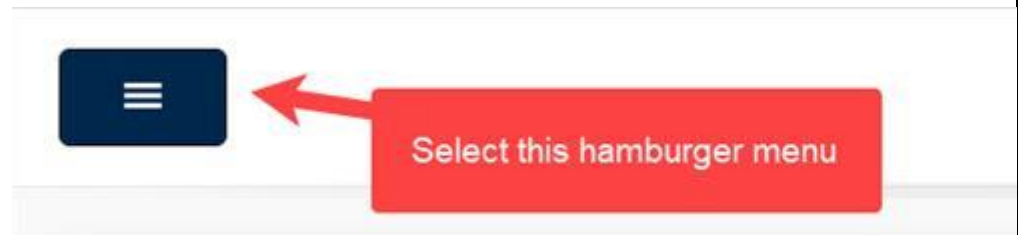
<p><b>1. Open a web browser (Google Chrome is recommended)</b></p> <p><b><u>IMPORTANT:</u> POP-UP Blocker needs to be turned-off</b></p>	
<p><b>2. Log into the Portal and enter your username and password</b></p>	

### 3. Search for the CHRS Recruiting App

#### Current Portal (before 10/4/2021):



#### New Portal (as of 10/4/2021):



# Applicant Review

The applicant review is where a Hiring Manager or Department Representative will review the applicant's resume and application information. The first disposition in a recruitment where department users will be able to view candidates is the "Closing Notice Preview." This preview is intended for the department to determine if the posting should be closed as it was scheduled, or if an extension of the posting is required.

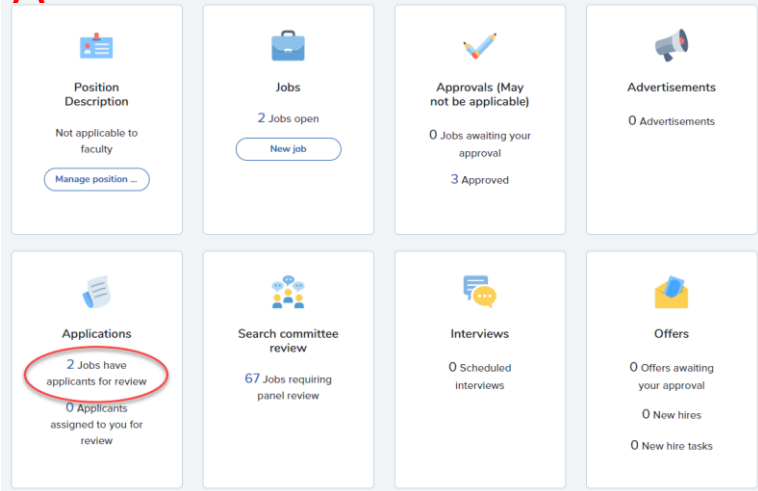
### 4. My Dashboard

A. From the Application tile on the dashboard, select the "Jobs have applicants for review" link

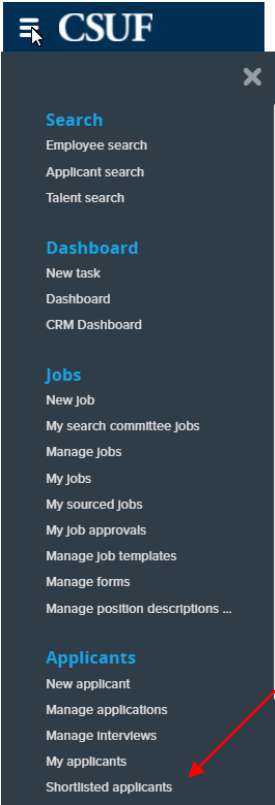
-Or-

B. Select "Shortlisted applicants" from the Main Menu

**A**



**B**



### 5. View Listing of Applicants

Select the position to review the applicants by clicking "View shortlisted applicants" link.

Date added	Status	Owner	
Jan 29, 2020	Offer	Christopher Reyes	<a href="#">View shortlisted applicants (5)</a>
Jan 29, 2020	Offer	Christopher Reyes	<a href="#">View shortlisted applicants (5)</a>

### 6. View Profile/Resume

To view a candidate's resume or application information, click on the applicant name or "View" link.

#### View shortlisted applicants

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed	
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status histor</a>
<input checked="" type="checkbox"/>	Tuffy Two		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status histor</a>
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status histor</a>
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status histor</a>
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status histor</a>

### 7. View Resume

The candidate's profile is pictured here. To view their resume select the "Resume/CV" button and then select "Download (Filename)"

#### Tuffy Two

[View profile](#)

Address: California United States | Phone: -

E-mail: Tuffy2222@you.com | Original source: Careers website

e-Zines comms hold:  Yes

Applications: [History](#) | [Resume / CV](#)

A preview could not be loaded for this document. The document is still available for download.

[Download Tuffy Titanone Resume.docx](#)

## 8. Request for HR Review

The department has the option to disposition candidates to "Request for an HR Review," to designate candidates of interest. No other action is needed on other candidates.

### View shortlisted applicants

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed		
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	View	Status history
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	View	Status history
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome Request for HR Review	✗	View	Status history
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	View	Status history
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Closing Notice (Dept. Preview)	Select an outcome	✗	View	Status history

## 9. Limited functionality

Some recruitment steps will only be accessible to HR Representatives

### View shortlisted applicants

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed		
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	Request for HR Review	Request for HR Review	✗	View	Status history
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Request for HR Review	Request for HR Review	✗	View	Status history
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Request for HR Review	Request for HR Review	✗	View	Status history
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Request for HR Review	Request for HR Review	✗	View	Status history
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Request for HR Review	Request for HR Review	✗	View	Status history

# Interviews

Once you have selected a candidate for either phone/video interview or on-campus interview, you must keep the process step consistent by extending the same selection to all candidates of a given position. If there are any inconsistencies, the recruiter will notify you.

### 1. Selection Criteria Outcome

After viewing an applicant, you can choose to disposition them to a new status. You may move them into:

- "Invite for Phone/Video Interview"
- "Invite for On-Campus Interview"

**NOTE:** If you are choosing to NOT move the candidate forward, keep them in the "Department Hiring Pool" status until the position is filled. When filled, HRIE will notify departments to move all remaining candidates into the "Not Selected" disposition.

#### View shortlisted applicants

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating
<input type="checkbox"/>	Tuffy One		Feb 5, 2020	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Tuffy Two		Feb 5, 2020	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Tuffy Four		Feb 5, 2020	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Tuffy Three		Feb 5, 2020	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 5, 2020	Department Hiring Pool	<div style="border: 1px solid blue; padding: 2px;"><div style="background-color: #e0e0e0; padding: 2px;">Select an outcome</div><div style="background-color: #e0e0e0; padding: 2px;">Select an outcome</div><div style="background-color: #e0e0e0; padding: 2px;">Department Not Selected</div><div style="background-color: #007bff; color: white; padding: 2px;">Invite for Phone/Video Interview</div><div style="background-color: #e0e0e0; padding: 2px;">Invite for On-Campus Interview</div></div>

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9/1/2021

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Candidates may be in the "Required to Interview" status. These are candidates that are required to be interviewed according to their Collective Bargaining Agreement (CBA).

**View shortlisted applicants**

Admin Support Assistant Test

Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome
<input type="checkbox"/>	Tuffy Zeta		19 Aug 2019	Required to Interview	Select an outcome Select an outcome Invite for Phone/Video Interview Invite for On-Campus Interview
<input type="checkbox"/>	Tuffy Iota		19 Aug 2019	Required to Interview	Select an outcome
<input type="checkbox"/>	Tuffy Tau		19 Aug 2019	Required to Interview	Select an outcome
<input type="checkbox"/>	Tuffy One		19 Aug 2019	Required to Interview	Select an outcome
<input type="checkbox"/>	Tuffy Epsilon		19 Aug 2019	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Tuffy Kappa	6572782489	19 Aug 2019	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Tuffy Lambda		19 Aug 2019	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Tuffy Upsilon		19 Aug 2019	Department Hiring Pool	Select an outcome
<input type="checkbox"/>	Tuffy Facultyone		19 Aug 2019	Department Hiring Pool	Select an outcome

Once an interview is confirmed or declined, disposition the candidate accordingly.

**NOTE:** Departments have the option to skip the Phone/Video Interview if their area does not conduct them.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 5, 2020	Invite for Phone/Video Interview	Select an outcome	✓
<input type="checkbox"/>	Tuffy One		Feb 5, 2020	Department Hiring Pool	Select an outcome Phone/Video Interview Accepted Phone/Video Interview Declined	✓
<input type="checkbox"/>	Tuffy Two		Feb 5, 2020	Department Hiring Pool	Select an outcome	✓
<input type="checkbox"/>	Tuffy Four		Feb 5, 2020	Department Hiring Pool	Select an outcome	✓
<input type="checkbox"/>	Tuffy Three		Feb 5, 2020	Department Hiring Pool	Select an outcome	✓

Upon completion of the On-Campus Interview, departments are required to disposition the applicant into the appropriate status.

**NOTE:** To initiate a reference check for a selected candidate, select "Dept Requesting Reference Check." Disposition second or third choices into the "Alternate Choice" status.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 5, 2020	Phone/Video Interview Declined	Phone/Video Interview Declined	✓
<input type="checkbox"/>	Tuffy One		Feb 5, 2020	On-Campus Interview Accepted	Select an outcome	✓
<input type="checkbox"/>	Tuffy Two		Feb 5, 2020	On-Campus Interview Accepted	Select an outcome	✓
<input type="checkbox"/>	Tuffy Four		Feb 5, 2020	Department Hiring Pool	Select an outcome Interview Not Selected Alternate Choice	✓
<input type="checkbox"/>	Tuffy Three		Feb 5, 2020	Department Hiring Pool	Department Requesting Reference Check Select an outcome	✓



# Tracking the Candidate

After completing the interview process, you may request a reference check for a candidate. The recruiter will initiate a background clearance check to begin the pre-employment process.

<p><b>1. After completing the interview process, you may request a reference check for a candidate. The recruiter will initiate a background clearance check to begin the pre-employment process. Next Steps</b></p> <p>Upon completion of the request, departments will be able to track the status of candidates throughout the remainder of the under "Current application status." This tracking includes Pre-Employment (OnBoarding).</p>	<p><b>View shortlisted applicants</b></p> <p>Admin Support Assistant 12 Mo</p> <table border="1"><thead><tr><th>Select</th><th>Applicant name</th><th>Phone</th><th>Date submitted</th><th>Current application status</th><th>Overall Rating</th><th>Reviewed</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Tuffy Two</td><td></td><td>Feb 7, 2020</td><td>Reference Check Initiated/In Process (External)</td><td>On-Campus Interview Accepted</td><td>✗</td></tr><tr><td><input type="checkbox"/></td><td>Kevin Costner</td><td>(555) 555-5555</td><td>Feb 7, 2020</td><td>Phone/Video Interview Declined</td><td>On-Campus Interview Accepted</td><td>✗</td></tr><tr><td><input type="checkbox"/></td><td>Tuffy One</td><td></td><td>Feb 7, 2020</td><td>On-Campus Interview Accepted</td><td>Select an outcome</td><td>✗</td></tr><tr><td><input type="checkbox"/></td><td>Tuffy Four</td><td></td><td>Feb 7, 2020</td><td>Department Hiring Pool</td><td>Select an outcome</td><td>✗</td></tr><tr><td><input type="checkbox"/></td><td>Tuffy Three</td><td></td><td>Feb 7, 2020</td><td>Department Hiring Pool</td><td>Select an outcome</td><td>✗</td></tr></tbody></table>	Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed	<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Reference Check Initiated/In Process (External)	On-Campus Interview Accepted	✗	<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗	<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗	<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗	<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed																																					
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Reference Check Initiated/In Process (External)	On-Campus Interview Accepted	✗																																					
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗																																					
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗																																					
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗																																					
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗																																					

When a reference check is unsuccessful, the recruiter will be in discussion with the department.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Reference Check Unsuccessful	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

If a reference check is successful, the recruiter will proceed to the disposition "Create Recommendation for Approval." This will initiate the offer card for the department to complete. Please see CHRS user guide, "Approval Processes" for more information on this process.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Create Recommendation for Approval	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

After the offer card is approved, a verbal conditional offer is made by the recruiter. They will use this disposition after the offer has been extended.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Verbal Conditional Offer Extended	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

Offers needing revision will be identified as "Offer Revised."

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Offer Revised	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

If the candidate declines the offer, the current application status will be "Verbal Conditional Offer Declined." The recruiter will contact the department on next steps.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Verbal Conditional Offer Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

If the candidate accepts the offer, the current application status will be "Background Initiation/In Progress."

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Background Initiation/In Progress	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

If the background check is unsuccessful, or the candidate does not meet the conditional offer criteria, the application status will be "Offer Rescinded."

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Offer Rescinded	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

If the background check is successful, the application status will be "Online Offer Extended."

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Online Offer Extended	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

If the online offer is accepted by the candidate, the application status will be "Offer Accepted (SYS)" or "Offer Accepted (SYS)".

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Offer Accepted (SYS)	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

If the online offer is not accepted by the candidate, the application status will be **"Online Offer Declined."**

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Online Offer Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

**"HR Sign-In Packet"** will signify that the new hire documents have been shared with the new hire.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	HR Sign-in Packet	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

**"Offer Finalized"** will signify that the position is finalized.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Offer Finalized	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

**"Pre-employment (Onboarding)"** will signify that the recruiter has provided the onboarding information including a complimentary parking code, pick-up location, and other new hire information.

**View shortlisted applicants**

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy Two		Feb 7, 2020	Pre-Employment (OnBoarding)	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✗
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool	Select an outcome	✗

## After the Confirmed Hire

Once the hire is confirmed, all other applicants must then be dispositioned accordingly by the hiring department. This step ensures that all candidates receive appropriate communication regarding their application.

### 1. Dispositioning candidates after a selection is made

For the candidates that remain in the "Department Hiring Pool" status, choose "Department Not Selected."

- A "Select a reason" dropdown menu will appear. Select "Other candidates more suitable"
- For other dispositions such as "Phone Interview" or "On-Campus Interview," select the reason they were not moved forward accordingly (i.e. No show, Position Cancelled, Other candidates more suitable, etc.)

**NOTE:** Once put into a disposition, the applicant will receive an automated email notification of the decision. IF these email notifications were selected in error, please contact your recruiter immediately.

You have pending changes. Click Submit to save changes.

Submit

Admin Support Assistant 12 Mo

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 7, 2020	Phone/Video Interview Declined	On-Campus Interview Accepted	✘
<input type="checkbox"/>	Tuffy One		Feb 7, 2020	On-Campus Interview Accepted	Select an outcome	✘
<input type="checkbox"/>	Tuffy Four		Feb 7, 2020	Department Hiring Pool	Department Not Selected	✘
<input type="checkbox"/>	Tuffy Three		Feb 7, 2020	Department Hiring Pool		✘

Select a reason

- Select a reason
- Accepted another offer
- Background check requirements not met
- Benefits unsatisfactory
- Continuing study
- Cost of housing
- Does not meet minimum qualifications
- Falsified application
- Ineligible
- Insufficient pool
- Lack of employment for spouse
- Level of experience
- No show / Did not respond
- Other
- Other candidates more suitable**
- Personal reasons
- Position cancelled
- Position filled
- Research / Prof development opportunities limited
- Salary unsatisfactory