Hiring Workflow

Closing a job position after hiring a new candidate.
Once an offer has been made and accepted, move the applicant’s status to Hired by selecting their name > the green Advance button > Hired.
New Hire Window

First, if you did not send rejection notices yet, do so now by selecting one of the three options in the Notifications section.

Next, uncheck Create an Employee (Onboarding) Profile then select OK.

**To apply the changes, be sure to select OK at the bottom of the page. Finally, close the window.**
If you select the bulk email option, the Compose an e-mail window will pop up. To find the Rejection Letter template, go to the Template Category dropdown and select All Templates, then in the Template dropdown menu select the Rejection Letter.
Once the applicant has been changed to Hired; the position will automatically close and be taken off the web.

*If you have indicated to your Business Services Representative that you will be hiring more than one applicant, the job won’t close until that hiring number has been met.
The requisition will be successfully closed when the following steps are completed:

2) All applicants have a Status filled in and all deselected applicants have a disposition code under Subject.
3) The status of the position is Closed (Filled).

**Let your Business Services Representative know when an offer has been accepted, so they can begin the onboarding paperwork.**