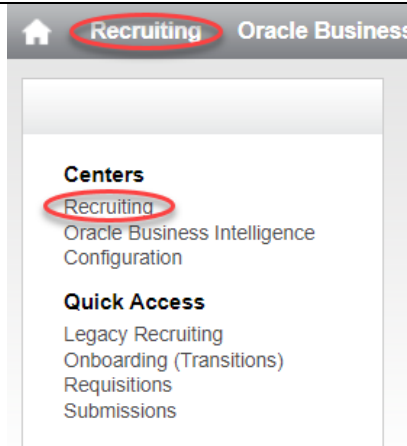



1. Click "Recruiting" at the top left side of the screen or in the menu box.





2. On your Dashboard under Requisitions, click on the number of open requisitions to display a list of all open requisitions.


Welcome Tamika S Small!

Welcome to the Recruiting Center.

 Candidates

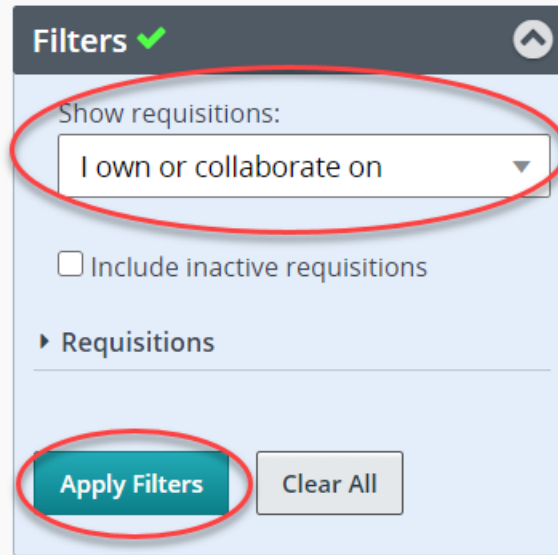
		Total
Active submissions	3106	3623
ACE	2965	3439
New	82	82
Manually Matched	2	9


 Job Requisitions

		Total
Draft	3	3
Pending	1	8
Open	1	260

3. To view your requisitions and the candidates that have applied to the requisition, select requisitions "I own or collaborate on" on the left panel. The requisitions and candidates that have passed the HR Screen step will populate.

Click Apply Filters.




4. Click the number under the person symbol .

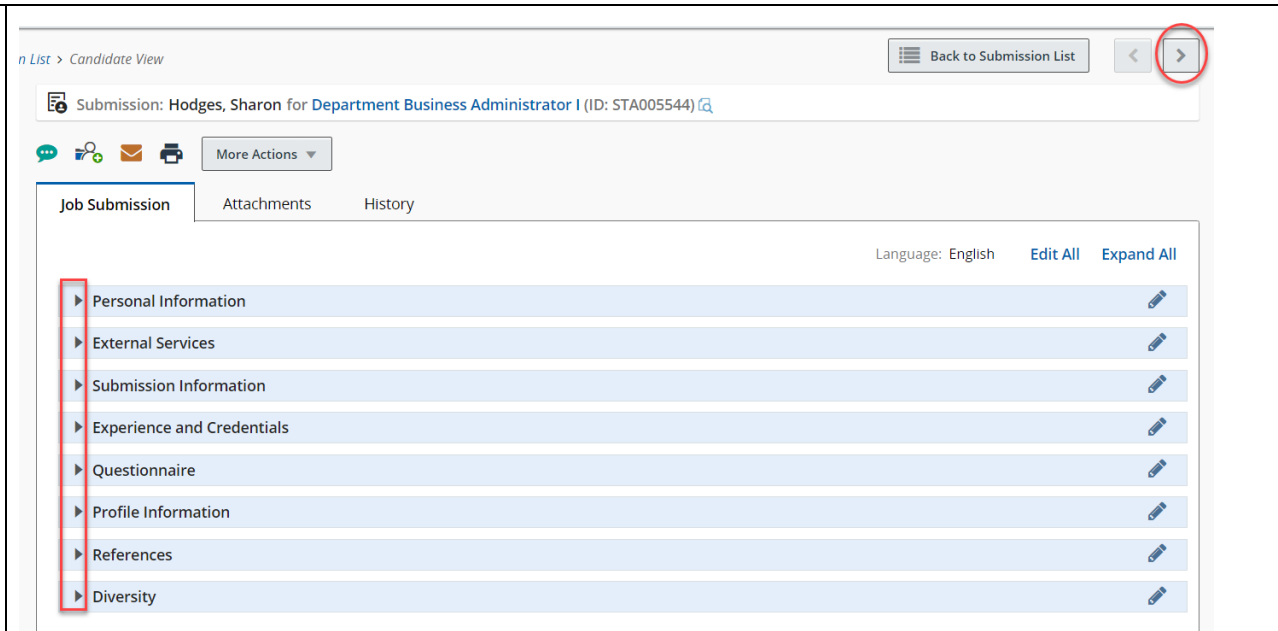
Requisitions (260)

FILTERS Show requisitions: I own or collaborate on Status: Open Hire Type All Clear All


More Actions List Format Standard View

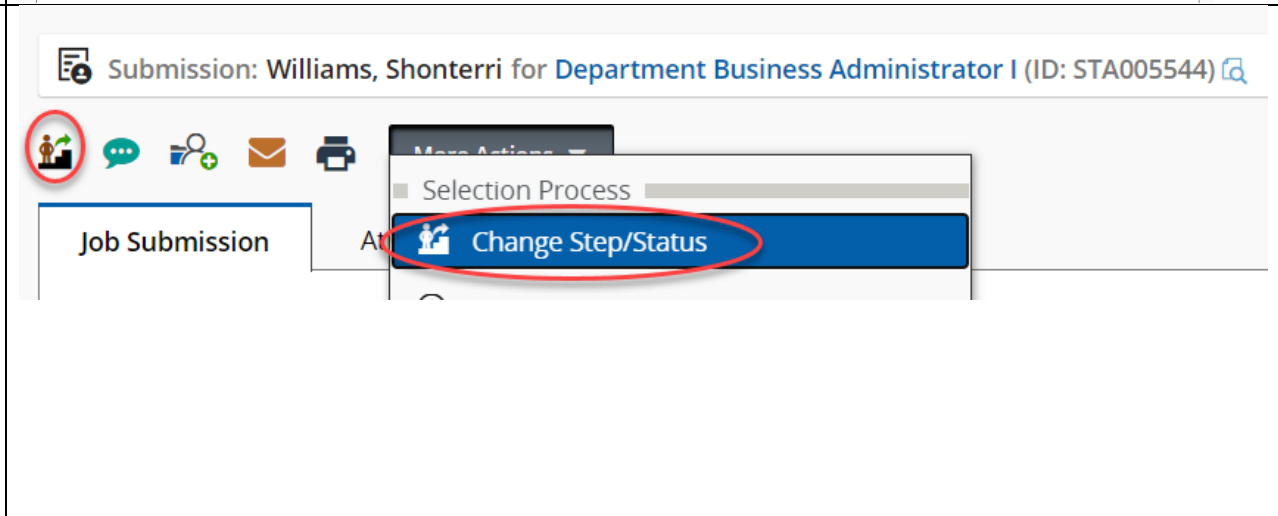
		Title	ID	Status	Status Detail	Recruiter	Department
	31	Department Business Administrator I	STA005544	Open	Expired (12/9/19)	McMurray Shyra	Dorsey Kevin

5. Click the name of the applicant to view their credentials. Review the candidate's information by clicking each of the arrows located on the left side. To view other applicants, click the arrows at the top right of the page to navigate through each applicant.



6. If the candidate does not meet the minimum qualifications of the position, you will need to update step/status.

Select "More Actions" from the dropdown and select "Change Step/Status" or click on the Change Step/Status icon .



7. The applicant is currently in the Step: "HM Screen" Status: "To Be Reviewed." To update the status to disqualify the applicant, click on the dropdown under "Status" in the "Change to" section and select "Rejected." Click "Apply and Close."

Note: Only update the applicant that does not meet the minimum qualifications.

Change Step and Status

Candidate Name: Williams, Shonterri | Requisition Title: Department Business Administrator I (STA005544)

Currently in		→	Change to	
Step	Status		Step	Status
HM Screen	To Be Reviewed		HM Screen	Under Consideration

Comments: *Please enter comments here*

Select Other Action

- Start Onboarding process
- Send Correspondence

Buttons: Cancel | Apply and Continue | **Apply and Close**

8. After updating the statuses of those not qualified, you may view the candidate pool update and the statuses of those who have passed the HM screen. To view the list of the applicants on the candidate screen, click “Back to Submission List.”

9. When updating the status, multiple applicants can be changed at one time by clicking the check box next to their name.

Candidate	Step	Selection Status	Elig Vet Pref	Education Level	Program
<input checked="" type="checkbox"/> Yousef, Monther Yousef (280053)	HM Screen	To Be Reviewed	No	Master's Degree	BUSINI ADMIN
<input checked="" type="checkbox"/> Levingston, Shanda (101903)	HM Screen	To Be Reviewed	No	Technical Diploma	Accour
<input type="checkbox"/> Thomas, Tinish (253687)	HM Screen	To Be Reviewed	No	Master's Degree	Admini Manag
<input type="checkbox"/> White, Barbara Nell (259071)	HM Screen	To Be Reviewed	No	Bachelor's Degree	Multidi Studies

10. Select the More Actions icon or “More Actions” dropdown and click on “Change Step/Status.”

Submissions for: Department Business Administrator I (Requisition ID: STA005544)

FILTERS Step: HM Screen To Be Reviewed Clear All

More Actions

Change Step/Status

11. Select “Passed Screening” and “Apply and Continue.”

Bulk Action - Change Step and Status

You are performing this action on 2 submissions.

Currently in		→	Change to	
Step	Status		Step	Status
HM Screen	To Be Reviewed		HM Screen	Passed Screening*

Comments: Please enter comments here

Select Other Action: Send Correspondence

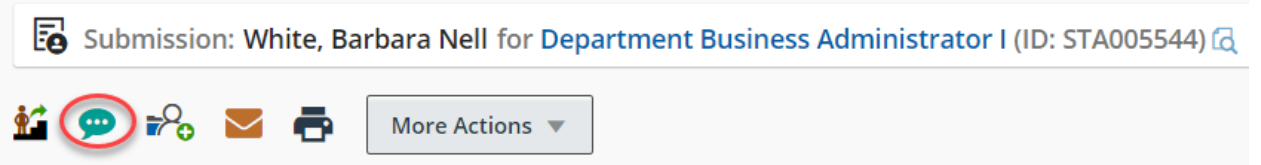
Buttons: Cancel, Apply and Continue, Apply and Close

12. From the pool of candidates who passed HM Screening, you can choose who will interview. After reviewing the candidates for the interview suitability, update the status to one of the following: Pending Interview, Phone Screen, Interview, Passed Interviews, Rejected, Requisition Canceled, and Applicant Withdrew.

If the applicant is selected for an interview, select "Pending Interview." This will indicate you are planning to interview the candidate.

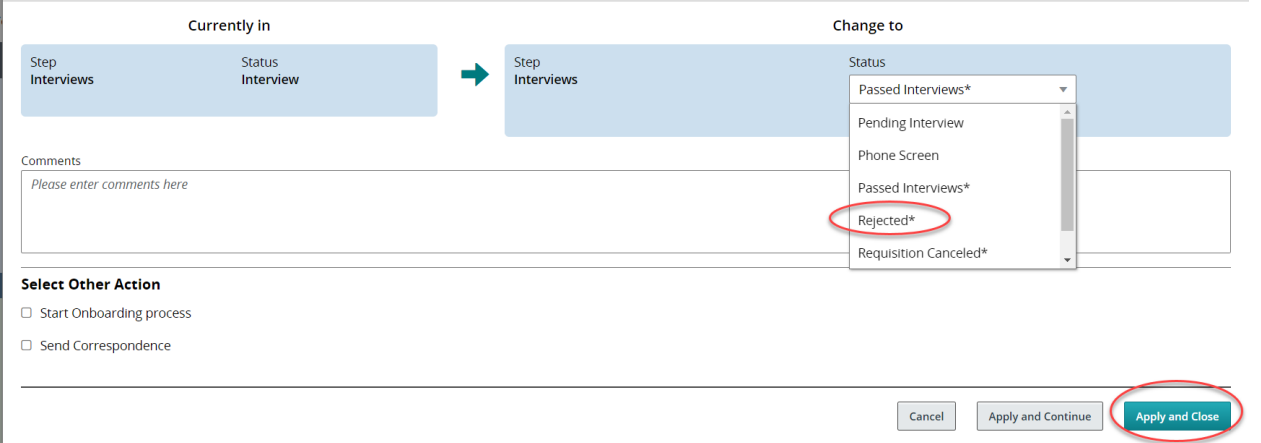
A screenshot of a web application's dropdown menu. The menu is titled "Status" and is currently open, showing a list of options. The first option, "Pending Interview", is highlighted with a blue background. Below it are "Phone Screen", "Interview", "Passed Interviews*", and "Rejected*". The dropdown has a scroll bar on the right side.

13. Ensure you are taking adequate notes during the interview step. You can add notes to the applicant's record by clicking on the comments icon.



14. After interviews are complete, update the step/status for all candidates interviewed. If the candidate is rejected, select the "Rejected" status under the "Interview Step."

Click "Apply and Close."



15. Once you have selected your finalist(s) and are ready to move them into the offer stage, you will need to update the step/status for the applicant(s) to "Passed Interviews."

Click "Apply and Continue."

Currently in: Step Interviews, Status Interview

Change to: Step Interviews, Status Passed Interviews*

Comments: Please enter comments here

Select Other Action:

- Start Onboarding process
- Send Correspondence

Buttons: Cancel, Apply and Continue (circled), Apply and Close

16. To move a candidate to the Offer step, select "Offer to be Made."

Click "Apply and Close."

Currently in: Step Interviews, Status Passed Interviews

Change to: Step Offer, Status Offer to be Made

Comments: Please enter comments here

Select Other Action:

- Start Onboarding process
- Send Correspondence

Buttons: Cancel, Apply and Continue, Apply and Close (circled)

<p>17. Click on the candidate you want to extend an offer to.</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td></td> <td>Thomas, Tinish (253687)</td> <td></td> <td></td> <td>Interviews</td> <td>Interviews - Pending Interview</td> <td>No</td> <td>3 / 3</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Tran, Kathy N. (128034)</td> <td></td> <td></td> <td>HR SCREEN</td> <td>HR SCREEN - Rejected </td> <td>No</td> <td>3 / 3</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>White, Barbara Nell (259071) </td> <td></td> <td></td> <td>Offer</td> <td>Offer - Offer to be Made</td> <td>No</td> <td>2 / 3</td> </tr> </table>	<input type="checkbox"/>		Thomas, Tinish (253687)			Interviews	Interviews - Pending Interview	No	3 / 3	<input type="checkbox"/>		Tran, Kathy N. (128034)			HR SCREEN	HR SCREEN - Rejected	No	3 / 3	<input type="checkbox"/>		White, Barbara Nell (259071)			Offer	Offer - Offer to be Made	No	2 / 3
<input type="checkbox"/>		Thomas, Tinish (253687)			Interviews	Interviews - Pending Interview	No	3 / 3																				
<input type="checkbox"/>		Tran, Kathy N. (128034)			HR SCREEN	HR SCREEN - Rejected	No	3 / 3																				
<input type="checkbox"/>		White, Barbara Nell (259071)			Offer	Offer - Offer to be Made	No	2 / 3																				
<p>18. From the candidate's record, select "More Actions" and "Create Offer."</p>	<ul style="list-style-type: none"> Selection Process <ul style="list-style-type: none"> Candidate has declined Change Step/Status Reject Submission Request a Screening Service Revert Latest Change of Step/Status Schedule an Interview Offer Process <ul style="list-style-type: none"> Create Offer 																											

19. You will be prompted to complete the offer grid. It is very important that you complete the offer grid correctly because the information entered will populate the offer letter and will be sent for approval.

Offers Cancel Save and close

Offer details

Create New Offer Full Screen Collapse All

Offer (New) Requisition

Top Section

Status : Draft

Start Date : Tentative

Expiration Date :

Created on : -

Position Number * :

Position Type : Not Specified
 Full Time
 Part Time

Department Name :

-
-
-
Nov 21, 2019
01015864 - Department Business Admin I - Institutio...
-
Institutional Effectiveness

20. You may click the arrows to prepopulate all values from the requisition or prepopulate values from that specific section to the Offer (New).

Offers Cancel Save and close

Offer details

Create New Offer Full Screen Collapse All

Offer (New) + + Requisition

Top Section + +

Status : Draft

Start Date : Tentative

Expiration Date :

Created on : -

Position Number * :

Position Type : Not Specified
 Full Time
 Part Time

Department Name :

-
-
-
-
Nov 21, 2019
01015864 - Department Business Admin I - Institutio...
-
Institutional Effectiveness

21. Enter the information into the offer grid. Fields with an asterisk (*) is required.

Start Date: The planned start date

Expiration Date: The date the offer will expire

Position Number: The position number will populate from the requisition

Position Type: Indicate Full Time or Part Time

Department Name: The department name will populate from the requisition

Hiring Manager and Hiring Manager Email: If you did not add this to the requisition, you will need to add it in the offer grid to populate in the offer letter. The Hiring Manager is the actual hiring official.

Offer (New)	Requisition
<p>▲ Top Section</p>	
<p>Status : Draft</p> <p>Start Date : Dec 22, 2020, 12:00 AM <input type="checkbox"/> Tentative</p> <p>Expiration Date : Dec 22, 2020, 12:00 AM</p> <p>Created on : -</p> <p>Position Number * : 01015864 - Department Business Admin I - I... <input type="text"/></p> <p>Position Type : <input type="radio"/> Not Specified <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time</p> <p>Department Name : Institutional Effectiveness</p> <p>Hiring Manager : Faiza Khoja</p> <p>Hiring Manager Email : khojafai@uhd.edu</p>	<p>-</p> <p>-</p> <p>-</p> <p>Nov 21, 2019</p> <p>01015864 - Department Business Admin I - Institutio...</p> <p>-</p> <p>Institutional Effectiveness</p> <p>Faiza Khoja</p> <p>khojafai@uhd.edu</p>

22. Salary (Pay Basis): The proposed salary. The requisition automatically pulls across the minimum salary. If you are proposing a higher salary, you will add the new salary in this field add comments to your request at the bottom.



Note: Salary should be listed as HOURLY or MONTHLY...this is the salary that will feed into PeopleSoft.

After you have entered Salary (Pay Basis), click the calculator to determine Annualized Salary. **Do not enter a value in Annualized Salary.**

Exemption Status: FLSA exemption – is the person exempt from overtime (exempt) or not (non-exempt).

Salary Exemption: If this offer qualifies as a salary exception, add comments.

Assignment End Date: If applicable

General Terms	
Annualized Salary :	<input type="text" value=""/>
Currency * :	<input type="text" value="US Dollar (USD)"/>
Salary (Pay Basis) * :	<input type="text" value="3,959.42"/>
Pay Basis * :	<input type="text" value="Monthly"/> 
Exemption Status * :	<input type="text" value="exempt"/>
Salary Exception :	<input type="radio"/> Not Specified <input type="radio"/> Yes <input type="radio"/> No
Assignment End Date :	<input type="text" value="MMM d, yyyy"/> 

<p>23. Grade: Pulls from requisition</p> <p>Internal or Rehire: If yes, indicate PeopleSoft ID</p> <p>PeopleSoft Action: Indicate if the applicant is a New Hire, New Hire – Secondary job, Rehire Within a Year, Rehire Over a Year, Transfer, Promotion Without Pay, Promotion With Pay</p>	
<p>24. Building and Room Location: Select from dropdown using the open selector icon</p> <p>Orientation Date: Leave Blank</p> <p>Notes: Add notes/comments as needed</p>	

25. To create the offer letter, click "Create letter from template."

Offer Letter

Letter : Create letter from template

26. Choose an offer letter from the template and click "Select Template."

Select Offer Letter Template

Hide Template List

Filters

Showing Templates (3)

<p>UHD External Offer</p> <p>Code: UHD_Offer_External Language: English 2 paragraphs Intended for: All candidates</p>	<p>UHD Internal Offer</p> <p>Code: UHD_Offer_Internal Language: English 2 paragraphs Intended for: All candidates</p>	<p>UHD Staff Welcome Letter</p> <p>Code: UHD_Staff_Welcome Language: English Intended for: All candidates</p>
--	--	--

UHD External Offer Language: English

Select the paragraphs to include in the message

- UHD Staff Intro
- {Other.CompanyLogos2}
- {Other.CurrentDate}
- {Candidate.FullName}
- {Candidate.Address}
- {Candidate.City}, {Candidate.State} {Candidate.Zipcode}
- Dear {Prefix} {Candidate.LastName}:
- We are pleased to extend an offer of employment to you as {Requisition.JobTitle} As an {Offer.UDF_UHS_Exemption_Status} employee, your {HourlyRate_MonthlySalary} will be \${Offer.Pay} annualized at \${Offer.Salary} and your anticipated start date is {Offer.ActualStartDate}.
- UHD Staff External Closing

Cancel Select Template

27. You will be prompted to enter any information necessary to complete the offer. Click “Edit Letter.”

The screenshot shows a window titled "Edit Offer Letter" with a close button (X) in the top right corner. Below the title bar, it says "UHD External Offer" and "Language: English". There are two buttons: "View Letter" and "Edit Letter", with "Edit Letter" circled in red. A yellow warning box contains a triangle icon and the text: "4 unresolved tokens were found. You can make the necessary revisions now or save and revise later." Below this, a list of tokens is shown:

- {Prefix}
- {Offer.UDF_UHS_Exemption_Status}
- {HourlyRate_MonthlySalary}

 At the bottom of the window, it says "Message created from UHD External Offer".

28. Enter the prefix, exemption status, hourly rate or monthly salary and probations months (if applicable.)

Click “Apply.”

This screenshot shows the "Edit Offer Letter" window with several input fields on the left side, each circled in red:

- Prefix:** Ms.
- Offer.UDF_UHS_Exemption_Status:** exempt
- HourlyRate_MonthlySalary:** monthly salary
- ProbationMonths:** 12

 Below these fields is a blue "Apply" button, also circled in red. The main content area of the window shows the same warning message and token list as in the previous screenshot. At the bottom of the window, there are buttons for "Cancel", "Change Template", "Print", and "Done".

29. Review the system generated offer letter. Make and necessary edits and click “Finish.”

30. Add any additional comments (if applicable)

31. Scroll to the top of the offer grid and click “Save and Close.”

32. To submit offer for approval, click “More Actions” and “Submit Offer for Approval.”

Submission: White, Barbara Nell for Department Business Administrator I (ID: STA005544)

Selection Process

- Request a Screening Service
- Offer Process
- Submit Offer for Approval**

Job Submission Attachments

Offer details

33. The appropriate approvers will populate. You must add comments in the “Comment to Approvers” section.

Offer 1 - approval process

Offer 1 - Submitting for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Chris B Rodney	Pending	
2	Thelma Bernita Jones	Pending	
3	Shyra N McMurray	Pending	

Add the approvers to the list of collaborators defined for this submission's requisition

Add the approvers to the list of my frequent collaborators

Comment to Approvers *

Please approve.

Characters remaining : 985

34. Click “Submit for Approval.”

35. Once all approvals have been submitted, Talent Acquisition will extend the verbal offer to the candidate for **staff positions only**. If the candidate accepts, a background check will be conducted before the written offer of employment is extended.

Note: For faculty, temp, and student positions, the department will contact the candidate with the contingent offer.

For staff and full-time faculty positions, place all reviewed applicants on a Screening Matrix and attach the completed Matrix to the requisition.

After the approval process, assign to * Small, Tamika

Cancel

Submit for Approval