

Selecting an Applicant for Offer

Summary:

During the interview process, the Hiring Manager will select a applicant of choice. This choice will be discussed with the HR Consultant or the HR Recruiter. The prior steps that take place outside eRecruit are as follows:

- The Hiring Manager may contact an HR Recruiter or HR Consultant to meet with candidates for an interview or to talk about benefits.
- The Hiring Manager selects finalist for offer and forwards background checks to Recruiter.
- HR Support verifies degree(s).
- Recruiter verifies that HR Support or the Hiring Manager has checked references.
- If Finalist accepts offer the Hiring Manager or Human Resources sets the start date and discusses new hire paperwork.
- If the Finalist does not accept the offer the Hiring Manager and the HR Consultant discuss if the offer can or cannot be raised.

Once a finalist has accepted an offer the Data Coordinator or the Hiring Manager will go through Self Service to select the applicant for offer.

Step 1 - When the Data Coordinator or the Hiring Manager signs into the HRIS Self Service, they will be brought to the Self Service Home page.

-Click on Recruiting/Job Openings title on the menu and then click on the [Review Job Openings/Applicants](#) link.

OR

-Click the [Review Job Openings/Applicants](#) link under the Recruiting/Job Openings section on the portal page to the right.

(See Page A)



Page A

Step 2 - When the Review Job Openings/Applicants link is clicked, the Browse Job Openings page appears.

-To view applicants for a job opening, click on the [Job Title](#) link under the Job Openings column.

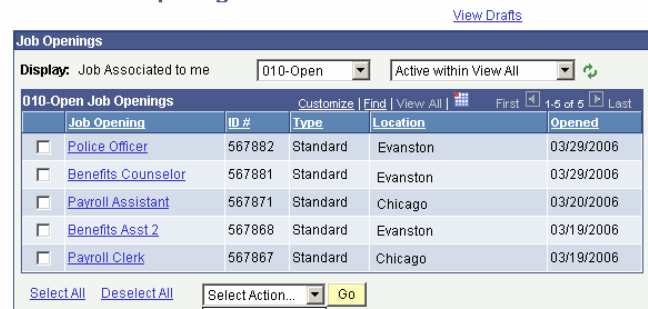
-To view job openings in various statuses, click the down arrow next to the 010-Open field and then click the green arrowed **Refresh** button.

-To view job openings that have been approved within a specific period, click the down arrow next to the Active within View All field and then click the green arrowed **Refresh** button.

(See Page B)



Browse Job Openings



Note Date: 04/05/2006 Audience: Private

Subject: _____

Notes: _____

Save & Return Cancel

Page B

Step 3 - The Data Coordinator or the Hiring Manager can attach notes to any job opening.

-To include a note for a Job Opening do the following:

- Check the box next to the Job Opening field
- Click the down arrow button next to the Select Action field and click on Add Note
- Click the **Go** button
- Enter a Title in the Subject field
- Enter a Note in the Notes field
- Indicate the note to be Private or Public by clicking the down arrow next to the Audience field

OR

- Check the box next to the job opening field, and enter the Subject, Note, and Audience
- Click the **Save and Return** button.

(See Page C)

Page C

Step 4 - When the Job Title link is clicked, the Manage Applicant page appears.

-To view or add notes or attachments, click the [Activity & Attachments](#) link.

-To view the position description, funding, or the job opening, click the [Job Opening Details](#) link.

-To review the applicant's resume, click the icon under the Resume column.

-To review the applicant's cover letter, click the icon under the View Cover Letter column.

-To review the applicant's on-line application, click the [View Application](#) link.

-To return to the Browse Job Openings page, click the [Return to Previous](#) page link.

(See Page D)

Page D

Step 5 - To document the offer the Data Coordinator or the Hiring Manager will do the following:

-Click the down arrow next to the Select Action field for the candidate that accepted the offer.

-Click on the Select Applicant for Offer title.

(See Page E)

Job Opening
Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
Job Opening Status: 010 Open **Job Type:** Standard
Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

Save Previous Job Opening Next Job Opening Return to Previous Page

Manage Applicants | Activity & Attachments | Job Opening Details

Manage Applicants

Display: All Find View All First 1 of 9

Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	Take Action
<input type="checkbox"/> Beth Jones	22056	11/29/2005		060-Intw				View Application	Select Action...
<input type="checkbox"/> Amin Ali	52192	12/28/2005		110-Reject	Lacks Other Min Qualifications			View Application	Reject Applicant Select Action...
<input type="checkbox"/> Alex Brown	20448	12/20/2005	205685	060-Intw				View Application	Select Applicant for Offer Select Applicant for Interview
<input type="checkbox"/> Jessica Knight	6415	12/19/2005		100-Hold				View Application	Select Action...
<input type="checkbox"/> Mia Ohlund	49324	11/08/2005		100-Hold				View Application	Select Action...
<input type="checkbox"/> Allie Sheedy	12347	12/19/2005		060-Intw				View Application	Select Action...
<input type="checkbox"/> Dani Moser	52692	11/21/2005	1040592	110-Reject	Lacks Other Min Qualifications			View Application	Select Action...
<input type="checkbox"/> Kayle Melburn	40795	11/16/2005		060-Intw				View Application	Select Action...
<input type="checkbox"/> Eric Majewski	1028	12/01/2005		110-Reject	Lacks Other Min Qualifications			View Application	Select Action...

Select All Deselect All *Group Action: Select Group Action... Go

Manage Applicants | Activity & Attachments | Job Opening Details

Save Previous Job Opening Next Job Opening Return to Previous Page

Page E

Step 6 - When the Select Applicant for Offer title is clicked, the Prepare Job Offer page appears.

-All the information in the Offer Details section will default in and be display only.

-The status defaults in as 010-Extend.

The following information needs to be entered under the Job Offer Components section:

- **Component**-Base Salary
- **Currency**-USD
- **Frequency**-Monthly or Hourly depending on the position
- **Recommended Offer**- The monthly or hourly amount that has been discussed and approved by your recruiter/consultant.

-When finished, click the **Submit** button.

-When submitted, click the [Return to Manage Applicants Page](#) link.

(See Page F)

Manage Applicant: Beth Jones

Prepare Job Offer

Applicant Name: Beth Jones **Date Entered:** 03/19/2006
ID: 22056
Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
Job Opening Status: 010 Open **Job Type:** Standard
Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

Save for Later Submit Add Revised Offer Delete Offer Cancel Return to Manage Applicants Page

Offer Details

Job Opening: 567886 Supvr Animal Care & Health
Business Unit: NWUNV
Position Number: 00036874 Supvr Animal Care & Health
Job Code: 100364 Supvr Animal Care & Health
Offer Date: 04/16/2006
Hiring Manager: 1032567 Heather Brown
Recruiter: 1040955 Kelly Smith
Letter:
Printer: Generate Letter
Status: 010-Extend
Reason:
Created By: Heather Brown

Job Offer Components

Component	Recommended Offer	Currency	Frequency
Base Salary	3,000.00	USD	Monthly

Save for Later Submit Add Revised Offer Delete Offer Cancel Return to Manage Applicants Page

See Page F

Step 6 - When the Return to Manage Applicants Page link is clicked, the Manager Applicants page reappears.

-The Disposition changes to 070-Offer.

-All other applicants must be rejected.

-To reject applicants either click the down arrow next to the Select Action field for each candidate or reject applicants in a group by using the Group Action function.

(See Page G)

Job Opening

Posting Title: Supvr Animal Care & Health
Job Opening Status: 010 Open
Job Title: Supvr Animal Care & Health
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

Job Opening ID: 567886
Job Type: Standard
Job Code: 100364

[Save](#) [Previous Job Opening](#) [Next Job Opening](#) [Return to Previous Page](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

Manage Applicants										
Applicants										
Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	*Take Action	
<input type="checkbox"/>	Beth Jones	22056	11/29/2005		070-Offer			View Application	Select Action...	
<input type="checkbox"/>	Amin Ali	52192	12/28/2005		110-Reject	Lacks Other Min Qualifications		View Application	Select Action...	
<input type="checkbox"/>	Alex Brown	20448	12/20/2005	205685	060-Intw			View Application	Select Action...	
<input type="checkbox"/>	Jessica Knight	6415	12/19/2005		100-Hold			View Application	Select Action...	
<input type="checkbox"/>	Mia Ohlund	49324	11/09/2005		100-Hold			View Application	Select Action...	
<input type="checkbox"/>	Allie Sheedy	12347	12/19/2005		060-Intw			View Application	Select Action...	
<input type="checkbox"/>	Dani Moser	52692	11/21/2005	1040592	110-Reject	Lacks Other Min Qualifications		View Application	Select Action...	
<input type="checkbox"/>	Kaylie Melburn	40795	11/16/2005		060-Intw			View Application	Select Action...	
<input type="checkbox"/>	Eric Majewski	1028	12/01/2005		110-Reject	Lacks Other Min Qualifications		View Application	Select Action...	

Select All Deselect All *Group Action: Select Group Action... [Go](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) [Next Job Opening](#) [Return to Previous Page](#)

See Page G

Step 7 - When the Reject Applicant title is clicked under the Select Action field for the appropriate applicant, the Reject Applicants page appears.

-Select a rejection reason by clicking the down arrow next to the status reason field.

When the reason is selected, click the **Submit** button.

(See Page H)

Manage Applicant:

Link to Job Opening

Enter Disposition Information

*Status Code: 110 Reject

Status Reason:

Status Date:

- Another Applicant was Hired
- Another Job
- Ineligible - Basic Eligibility
- Ineligible - Employment Cond
- Ineligible - Min Grade/Salary
- Job Opening Cancelled
- Lacks Other Min Qualifications
- Lacks Required Credentials
- Lacks Required Education
- Lacks Required Experience

[Submit](#) [Cancel](#)

See Page H

Step 8 - To reject applicants using the Group Action function, do the following:

-Click the boxes to the left of the applicant name field for the applicants that should be rejected .

-Once the boxes are checked, click the down arrow next to the Group Action field and click on the Reject Applicant title.

-To select all applicants, click the [Select All](#) link

-To deselect applicants, click the [Deselect All](#) link

-When the Reject Applicant title is selected,click the **Go** button.

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Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) [Return to Previous Page](#)

Manage Applicants | [Activity & Attachments](#) | [Job Opening Details](#)

Manage Applicants

Display: All

Applicants | Find | View All | First 1 of 9

	Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	*Take Action
<input type="checkbox"/>	Beth Jones	22056	11/29/2005		070-Offer				View Application	Select Action...
<input type="checkbox"/>	Amin Ali	52192	12/28/2005		110-Reject	Lacks Other Min Qualifications			View Application	Select Action...
<input checked="" type="checkbox"/>	Alex Brown	20448	12/20/2005	205685	060-Intw				View Application	Select Action...
<input checked="" type="checkbox"/>	Jessica Knight	6415	12/19/2005		100-Hold				View Application	Select Action...
<input checked="" type="checkbox"/>	Mia Ohlund	49324	11/08/2005		100-Hold				View Application	Select Action...
<input checked="" type="checkbox"/>	Allie Sheedy	12347	12/19/2005		060-Intw				View Application	Select Action...
<input checked="" type="checkbox"/>	Dani Moser	52692	11/21/2005	1040592	110-Reject	Lacks Other Min Qualifications			View Application	Select Action...
<input checked="" type="checkbox"/>	Kaylie Melburn	40795	11/16/2005		060-Intw				View Application	Select Action...
<input type="checkbox"/>	Eric Majewski	1028	12/01/2005		110-Reject	Lacks Other Min Qualifications			View Application	Select Action...

Select All Deselect All *Group Action: Select Group Action... Go

Reject Applicant
Select for Interview
Select Group Action...

Manage Applicants | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) [Return to Previous Page](#)

Step 9 - When the Reject Applicant title is clicked, the Reject Applicant page appears.

-Select a rejection reason by clicking the down arrow next to the status reason field.

When the reason is selected, click the **Submit** button.

Manage Applicant:

Link to Job Opening

Enter Disposition Information

*Status Code: 110 Reject

Status Reason:

Status Date:

Submit

- Another Applicant was Hired
- Another Job
- Ineligible - Basic Eligibility
- Ineligible - Employment Cond
- Ineligible - Min Grade/Salary
- Job Opening Cancelled
- Lacks Other Min Qualifications
- Lacks Required Credentials
- Lacks Required Education
- Lacks Required Experience

Step 10 - When the Submit button is clicked, the Manage Applicants reappears.

-One candidate is in the 070-Offer disposition.

-All the other candidates are in the 110-Rejection disposition and a rejection reason has been selected.

-Click the [Save](#) link.

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[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

Manage Applicants										
Display: All										
Applicants										
Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	Take Action	
<input type="checkbox"/>	Beth Jones	22056	11/29/2005		070-Offer			View Application	Select Action...	
<input type="checkbox"/>	Amin Ali	52192	12/28/2005		110-Reject	Lacks Other Min Qualifications		View Application	Select Action...	
<input type="checkbox"/>	Alex Brown	20448	12/20/2005	205685	110-Reject	Another Applicant was Hired		View Application	Select Action...	
<input type="checkbox"/>	Jessica Knight	6415	12/19/2005		110-Reject	Another Applicant was Hired		View Application	Select Action...	
<input type="checkbox"/>	Mia Ohlund	49324	11/08/2005		110-Reject	Another Applicant was Hired		View Application	Select Action...	
<input type="checkbox"/>	Allie Sheedy	12347	12/19/2005		110-Reject	Another Applicant was Hired		View Application	Select Action...	
<input type="checkbox"/>	Dani Moser	52692	11/21/2005	1040592	110-Reject	Lacks Other Min Qualifications		View Application	Select Action...	
<input type="checkbox"/>	Kaylie Melburn	40795	11/16/2005		110-Reject	Another Applicant was Hired		View Application	Select Action...	
<input type="checkbox"/>	Eric Majewski	1028	12/01/2005		110-Reject	Lacks Other Min Qualifications		View Application	Select Action...	

[Select All](#) [Deselect All](#) *Group Action: [Select Group Action...](#) [Go](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)