

Review Student Applicants and Create Hiring Proposal

**All applicant review and hiring proposals must be completed using the Student Department Manager role.

1. Upon login, user will default to the **Applicant Tracking** (blue background) homepage as an **Employee**.
2. Select **Student Department Manager** as your user role. You will remain in the **Applicant Tracking** (blue background) module. Click the **Refresh** button.
3. You will now receive a green message bar confirming that you are viewing the system as a member of the Student Department Manager group.
4. Hover over the **Postings** tab and select the **Student** link. In the **Saved Search** listing, select the position title of the position for which you want to view applicants.
5. Select the **Applicants** tab. All applicants for the position will be displayed.
6. View each applicant by hovering over the **Actions** link to the right of the applicant name. Select **View Application** to open the application for review. **OPTIONAL NOTE:** The Student Department Manager has the ability to download screening question answers and to export those results into Excel. The Student Department Manager also has the ability to download all applications in bulk as a PDF file for review. Click on the **Actions** button to take these actions.
7. Once application has been reviewed, hover over the **Take Action on Job Application** button and select the **Approve for Interview** action/status for those candidates that you want to interview. For all others, do not select an action/status. (See Action/Status key below)
8. Click the **Submit** button.
9. Interviews should be conducted for all applicants with a status of **Approve for Interview**. Once all interviews are completed and your final candidate has been chosen, hover over the **Take Action on Job Application** button and select **Submit to Finalist** for the final candidate.
10. Proceed to change all other interviewed candidates to **Interviewed and Not Selected** status. For those who were interviewed and not selected, user will be required to indicate the reason for not selecting the candidate. A list of reasons will be available in the dropdown box. For candidates who were not interviewed, do not change the status. Career Services will change the status for these candidates to **Not Hired** once the position is filled.
11. Click the **Submit** button.
12. For the final candidate, hover over the **Take Action on Job Application** button and select **Recommend for Hire-Begin Hiring Proposal**. This will begin the hiring proposal for the final candidate.
13. Click the **Submit** button.
14. Click the **Start Student Hiring Proposal** link. It can be found on the right side of the page and has a green circle with a plus sign next to it.
15. Click the **Start Student Hiring Proposal** button.
16. Review the position details and enter the **Salary** in the required field. Click the **Next** button.
17. We are not using the **Hiring Proposal Document** page at this time. Click the **Next** button to proceed to the next page.
18. On the **Student Hiring Proposal** summary page, hover over the **Take Action on Hiring Proposal** button and select **Send to Career Services**. Career Services will review the Hiring Proposal,

ensure the selected candidate is eligible for employment and obtain any other necessary approvals.* **NOTE:** Student Department Manager should not extend a verbal offer to the final candidate until the status of the posting is updated to **Approved to Make Offer** by Career Services. Student Department Manager should monitor the watch list for status updates. Career Services will also send an email to the Student Department Manager when an offer can be extended. The Student Department Manager should respond back to Career Services acknowledging whether the offer was accepted or declined. Student Department Manager can refer to the Student Applicant Review and Hiring Proposal workflow for more information.

*If this position/applicant is Federal Work Study, the hiring proposal will also route to the Financial Aid Office prior to being approved to hire from Career Services. The Student Department Manager will have no additional actions, the process is internal only and is managed between Financial Aid and Career Services only.

Action/Status Key:

Action/Status	Process Definition
Keep working on this job application	Save the action(s) and/or continue working on it
Approve for interview	Candidate approved to go the next workflow state (multiple candidates in this action/status is permissible)
Send to Finalist	After interviews are completed, one applicant is selected as a final candidate. (No more than one candidate in this action/status is permissible at a time)
Recommend for Hire- Begin Hiring Proposal	This action begins the process of recommending the selected finalist (final candidate) for hire. (No more than one candidate in this action/status is permissible at a time)
Start Hiring Proposal	This action will begin the hiring proposal process for the selected candidate, once approved the offer can be made to the candidate. (No more than one candidate in this action/status is permissible at a time)
Not hired sends email when posting filled	Applicant not selected, will be notified once position is filled
Send to interviewed, not selected- no auto notification	Applicant interviewed, but not selected to move to the next workflow state. Career Services to send email once the position is filled
Not hired sends email immediately	Applicant ineligible for position based on supplemental questions and/or review by Student Department Manager (applicant not interviewed at all)
Application Withdrawn	Candidate request that the submitted application be withdrawn