**The following steps should be applied to all applicants:**

1. Hiring managers should be reviewing their applicants on a regular basis.  After reviewing an application, they should mark the applicant as **“reviewed”** by clicking on the icon in the “marked reviewed” box.
2. After the preliminary review, if the applicant is being rejected, they should then click on the icon in **“reject”** column.
3. If the candidate is being further considered, then they should click on the icon in the **“interview”** column and **set up the details date, time, etc. of the interview**.  **\*Please note, this is an IMPORTANT step.  You will not be able to do make a final recommendation in the interview section unless you schedule the interview.**



A screenshot of a computer

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1. Once the interview is completed, an interview evaluation form should be completed for the applicant.  This is done by taking the drop down for “other actions”, then “recruiting actions”, then **“create interview evaluation”**.   Once the evaluation form is finalized, they should “submit”.

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1. To move forward with a **final candidate**, the manager will return to the **“interview” icon**.   When this link is opened the manager will see the option to select a **“final recommendation”**.  They should select **“make offer”**.   **By doing this, it will push this applicant into the HR queue.  HR will then prepare the offer for approval.**   Once approval is received the offer letter will be generated through the recruitment module.  The candidate will receive an email alerting him/her that an offer is awaiting.  The candidate will log into his/her account on the career portal to view the offer and to accept/decline.