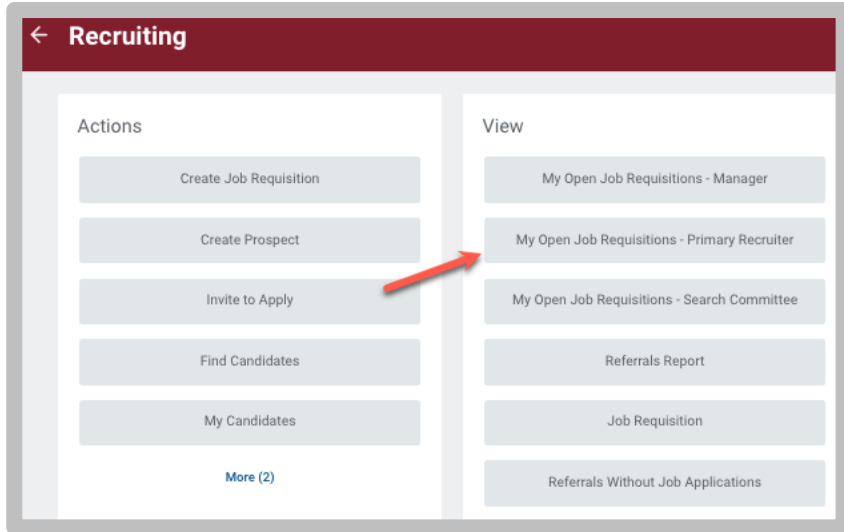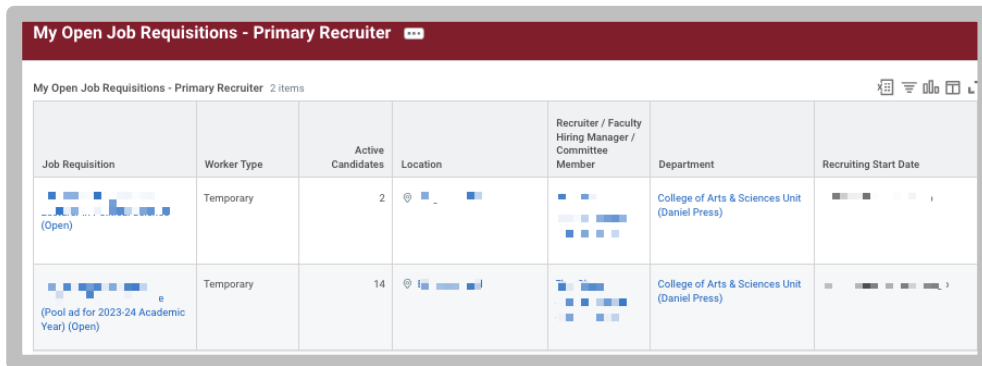## RECRUITING WORKLET

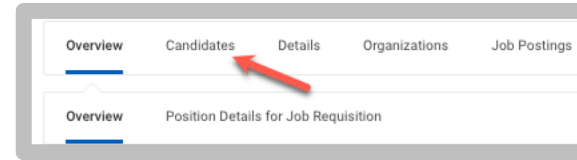Select the Recruiting icon on your dashboard

 Recruiting

1. Navigate to the **My Open Job Requisitions – Primary Recruiter** button under the View section.
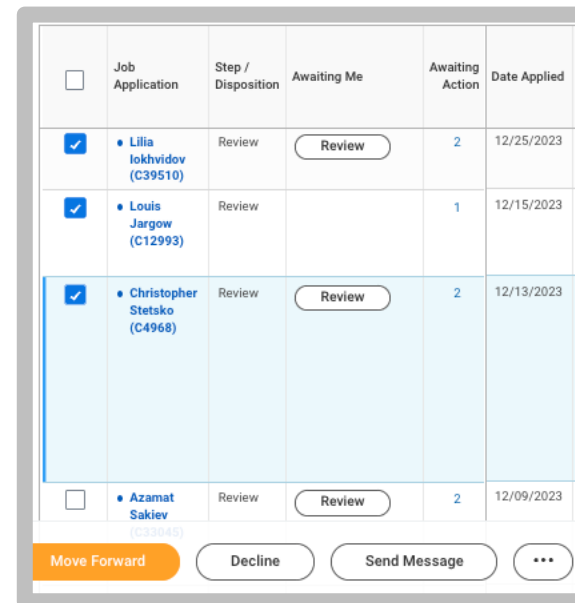


2. Select the appropriate job requisition.



3. Navigate to the Candidates tab.



4. Select the corresponding checkboxes next to the applications you wish to move.

**5.** The primary recruiter has two options to move the application(s):

**a.** To Disqualify the application, select the **Decline** button with the appropriate disposition reason. Applicant notifications are turned **off** for faculty applications. It is up to the Departments to provide application status.

**b.** To move the application to the next active step, select the **Move Forward** button and select **OK** on the next screen.

**6.** Follow steps #4 and #5 until the status reaches **Finalist**:
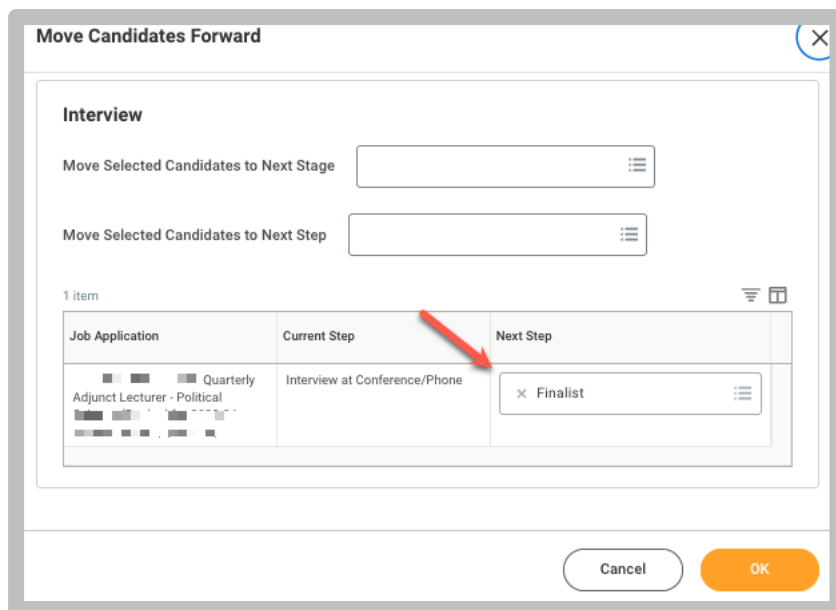


**7.** To initiate the hire, the Step must be at the Finalist step. Select the Open button.
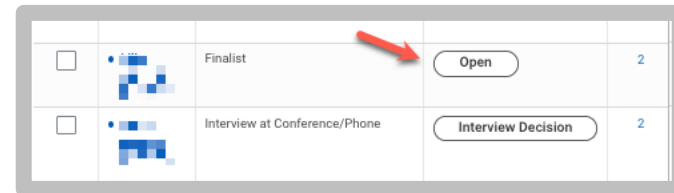


**8.** In the Details section, enter:

- Hire Date: enter assignment start date

Click the **Next** button. And then the **Submit** button.

**9.** Complete the Faculty Hiring Proposal next by selecting the **Complete Questionnaire** button found next to their application.
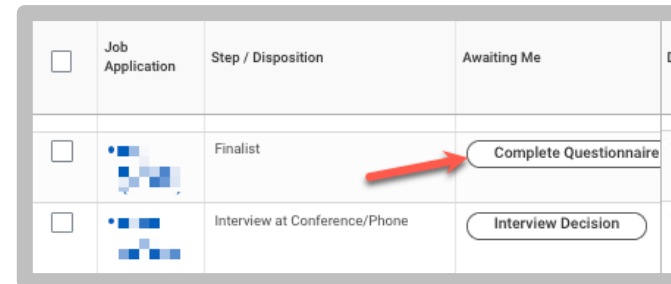


**10.** Complete the Faculty Hiring Proposal fields and then select the **Submit** button.

Transaction routes to the Dean's Office where they will complete the hire details.