A. HIRING MANAGER/HR CONSULTANT MOVE CANDIDATES THROUGH SELECTION PROCESS

B. APPLICANTS APPLY FOR OPEN POSITIONS

C. HIRING MANAGER REVIEWS APPLICANTS

D. HIRING MANAGER CONDUCTS INTERVIEWS

E. HIRING MANAGER/HR CONSULTANT MOVE CANDIDATES THROUGH SELECTION PROCESS

For Hiring Part-time Staff

Appointing/Rejecting Requisitions
HR  User  Approvals  Recruiting
1. Hover over the User menu in the main directory and then click the Approvals menu.
2. Click the Recruiting option.
3. Click ✔ to Approve or ✗ to Reject.
4. Enter your approval or rejection Comments in the text box provided.
5. Click the Approve or Reject button under the comment box.

Once a requisition has been approved by all appropriate approvers, it will be routed to the appropriate HR Consultant with the status of Approved to Post. The HR Consultant will obtain a Position Number (PCN) if necessary, add screening questions, note any third party posting sources in the appropriate field on the requisition, and change the status of the requisition to Open. The HR Consultant performs these actions using the HR  Jobs  Manage Requisitions menu.

Managing Requisitions
HR  Jobs  Manage Requisitions
1. Hover over the Jobs menu in the main directory and then click the Manage Requisitions menu.
2. To view the new applicants attached to a requisition, click the hyperlinked number in the New Applicants or Candidates column.
3. The New Applicants column shows the newest resumes/job seekers that have applied to the requisition. The Candidates column shows the current number of active candidates.

Moving a Candidate through the Selection/Non-Selection Process
HR  People  Candidates  Active Candidates  Select Job
1. Click on individual’s hyperlinked status from anywhere within the system.
2. The Workbench tab of the Resume Dashboard will automatically display.
3. Select the next status from the Change Status list, selecting the appropriate option to advance the candidate to the next status. Refer to the next section below to ensure that you are selecting the steps in the appropriate order. **NOTE:** the Hiring Manager MUST NOT change the status of any candidate to any of the statuses reserved for HR use only.
4. Enter Comments, if applicable.
5. Click the Submit button.

Important Note: If a candidate’s status is changed to “Declined” or “Remove from List” at any time, the hiring manager will be prompted to select a reason for rejection.
F. HIRING MANAGER RECOMMENDS FOR HIRE

Recommending a Candidate for Hire
HR⇒Jobs⇒Manage Requisitions
1. Hover over the Jobs menu in the main directory and then click the Manage Requisitions menu.
2. Click the hyperlinked number in the Candidates column to view active candidates.
3. Click on the hyperlinked status of the candidate you wish to recommend for hire.
4. The Workbench tab of the Resume Dashboard will automatically display.
5. From the Statuses section of the Candidate's Workbench tab, select Move to Next Status from the drop down menu and click the Submit button.
6. The candidate's status will automatically change to Recommend for Hire - Check Background/References Human Resources will conduct a criminal background check, enter the results in the References section on the Information Tab of the candidate's application profile and change the candidate's status to Background Check Complete.

Entering References
HR⇒People⇒Candidates⇒Active Candidates⇒Select Job
Once the HR Consultant has changed the status of a candidate to Background Check Complete, the Hiring Manager should complete reference checks prior to changing the status of a candidate to Initiate Offer. To perform this action:
1. Click on an individual’s hyperlinked status from anywhere within the system.
2. The Workbench tab of the Resume Dashboard will automatically display.
3. Click on the Information Tab.
4. Scroll down and click on References and enter reference notes.

G. HIRING MANAGER INITIATES OFFER/APPROVALS

HR⇒People⇒Candidates⇒Active Candidates⇒Select Job
1. Click on individual’s hyperlinked status from anywhere within the system.
2. The Workbench tab of the Resume Dashboard will automatically display.
3. Select Initiate Offer/Approvals from the drop down list.
4. Enter Comments, if applicable and click Submit.
NOTE: Changing a candidate's status to Initiate Offer/Approvals will prompt HR to prepare an offer letter and route for approvals. The approvers will receive an email notification that an offer is pending their approval. The email notification includes instructions on how to view the candidate's information and approve the offer.

Approving/Rejecting Offers in CougarHR
HR⇒User⇒Approvals⇒Recruiting
Note: Offers are created by the HR Consultant when a Hiring Manager changes candidate's status to Initiate Offer. The system sends offers through appropriate levels of approval.
1. Hover over the User menu in the main directory and then click the Approvals menu.
2. Click the Recruiting option.
3. Click ✔ to Approve or ✗ to Reject.
4. Enter your approval or rejection Comments in the text box provided.
5. Click the Approve or Reject button.

Extending the Offer
AFTER all appropriate approvers have approved the offer, the Hiring Manager will receive an email notification that the offer is pending his/her approval.

Upon receiving the email notification that the offer is pending his/her approval, the Hiring Manager may contact the candidate to extend a verbal offer and determine the start date. DO NOT approve the offer in CougarHR until after you have contacted the candidate to extend a verbal offer.

After determining official start date, Hiring Manager should approve the offer via CougarHR and enter the start date in the comments field. Once the Hiring Manager approves the offer, the offer letter is automatically released to the candidate.

The offer letter includes a link to the Part-time Staff Employment Packet and instructs the candidate to complete the forms prior to his/her first day of employment and submit the packet to his/her hiring manager. The I-9 form must be completed in person by an individual trained to complete I-9 forms before sending the complete packet to Human Resources.

CANDIDATE STATUSES in the Selection Process are as follows:

1. Hiring Manager Approved for Interview (action taken and status changed by Hiring Manager) This is completed by marking an applicant as a candidate (see step C.1).
2. Recommended for Hire – Check References (status changed by Hiring Manager). This will trigger a notification to HR to send the Secondary Application (Criminal Background Consent Form). After candidate completes the form, HR will run criminal history checks and determine if candidate is employable. Hiring Manager checks references and enters notes in the References Section on the Information tab of the candidate's application profile.
3. Background Check Complete (status changed by HR – criminal background checked and noted in the References section on the Information tab of the candidate's resume dashboard)
4. Initiate Offer/Approvals (status changed by Hiring Manager). When the Hiring Manager changes a candidate to this status, the HR Consultant will prepare the offer and forward it to the appropriate approvers. NOTE: HR will not prepare the offer until references have been checked and entered into CougarHR by the Hiring Manager.
5. Offer Accepted/Hired Pending Employment Docs (status changed by HR upon notice of acceptance by candidate). Upon notification that the offer has been accepted by the candidate and the official start date, the HR Consultant will initiate the Onboarding Process.

NOTE: After the recruitment process is complete, the Hiring Manager will receive a link via email requesting IT access permissions, which must be completed PRIOR to the employee's first day of employment for IT and payroll set up.

F. HIRING MANAGER CLOSES OUT REQUISITION

Once candidate has been hired and the requisition is filled, the Hiring Manager should change the status for all remaining applicants/candidates to Declined. The Hiring Manager will be prompted to select the reason for rejection for each applicant/candidate. Once this process has been completed HR will send all declined applicants/candidates the appropriate non-selection letter.

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