Conducting an Applicant Search

Step-by-step instructions for a hiring manager / search chair for conducting an applicant search to fill a vacant position.

22 Steps View on Tango

Creation Date

December 4, 2022

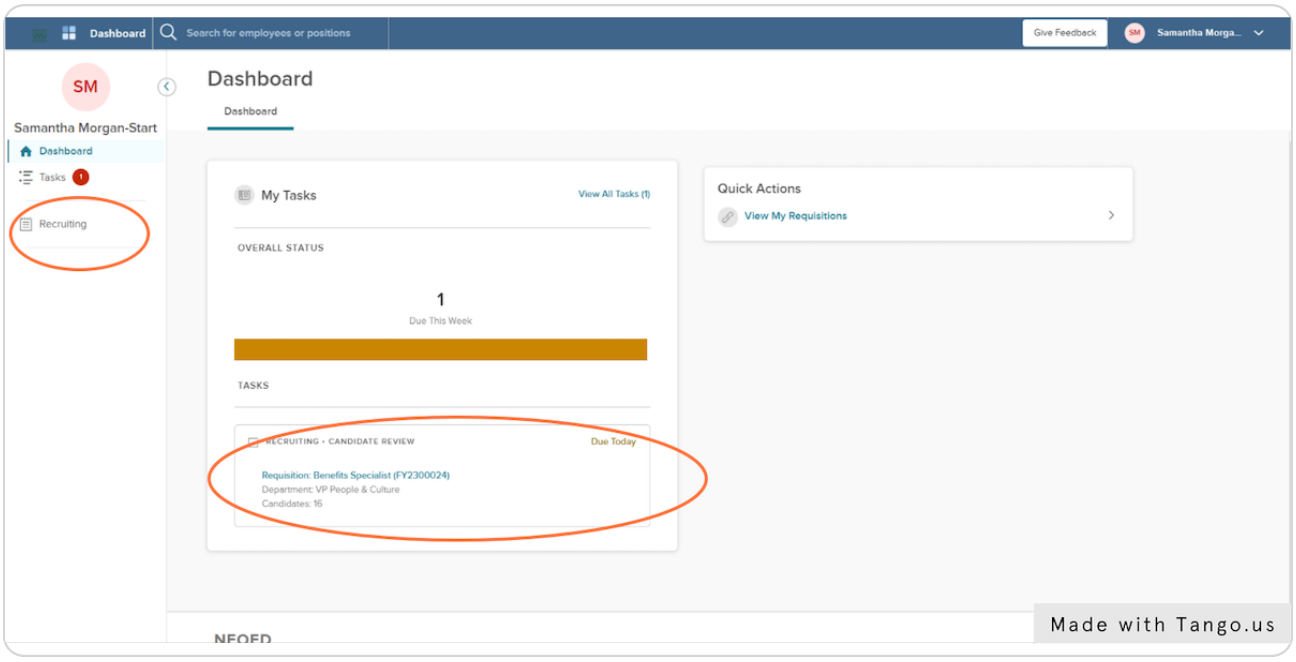
Last Updated

December 6, 2022

STEP 1

Online Hiring Center (OHC)

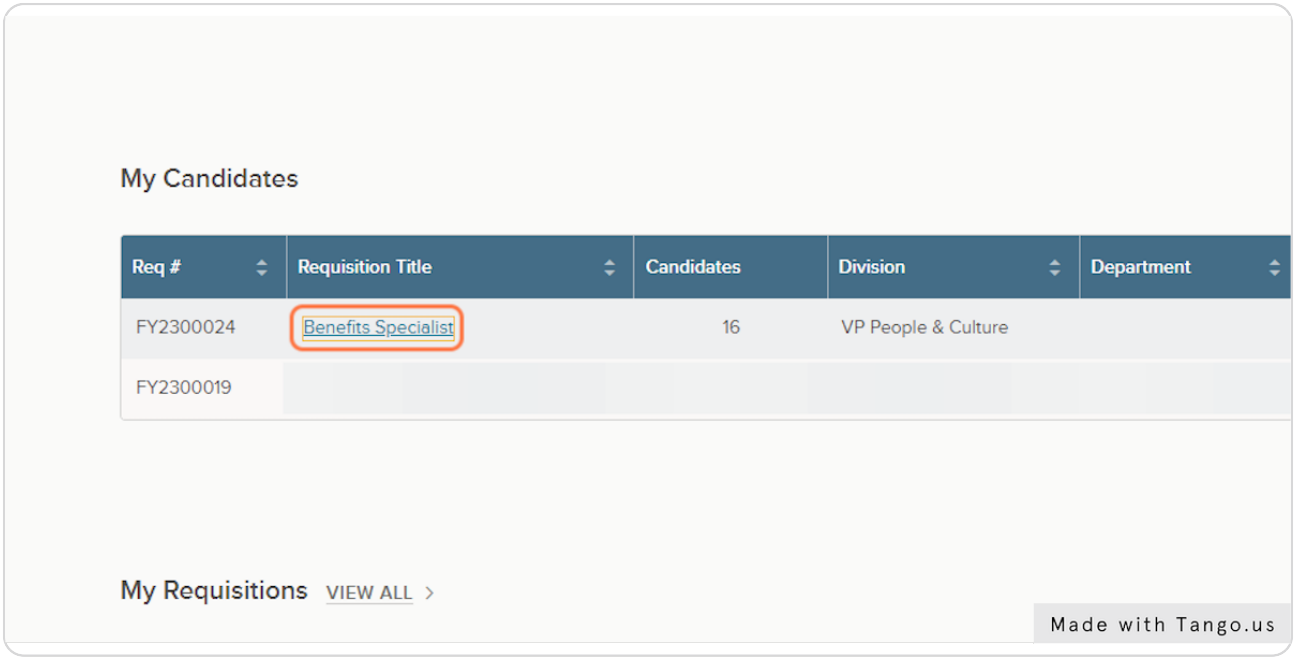
The online hiring center will show you all the tasks currently assigned to you and any due dates (if applicable). Tasks include approval of requisitions, moving referred applicants, rating applicants, and completing a hire. You can get to a posting by selecting it in my tasks or by selecting "recruiting" from the left hand panel.



STEP 2

Once a position has been posted and applicants have been referred the hiring manager will be able to see them under "My Candidates."

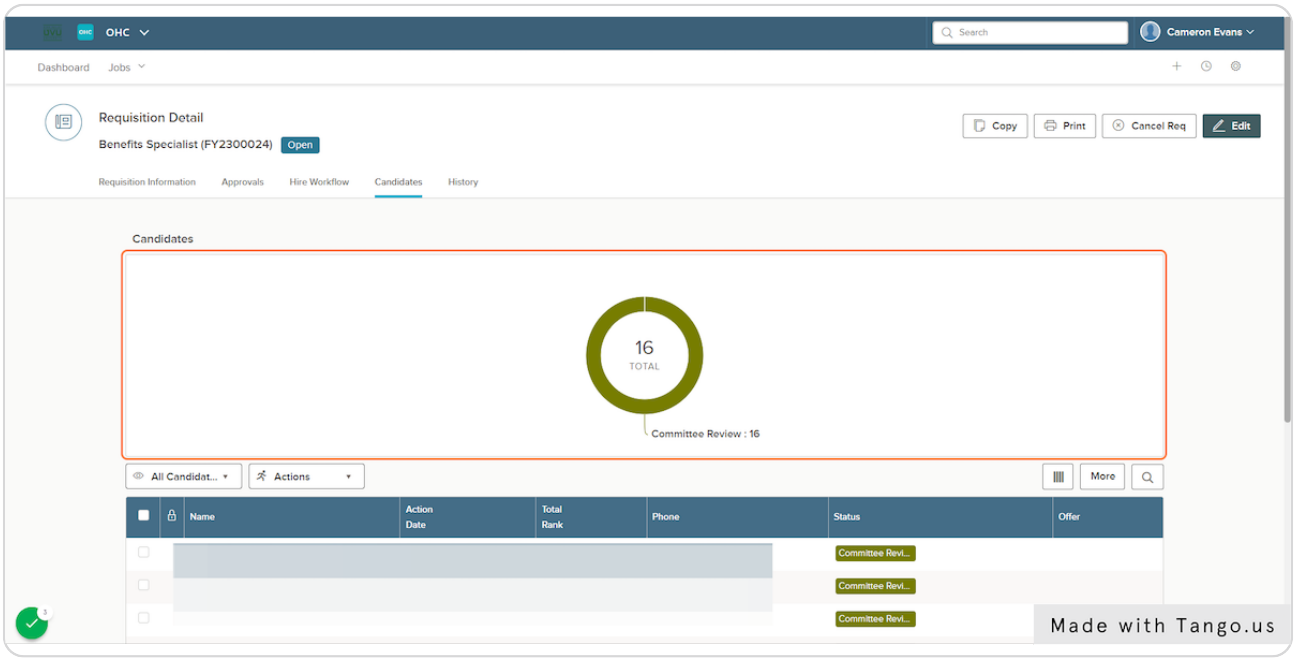
It is important to note that members of the committee will be able to see the amount of candidates, but they will not be able to review and rate them until the hiring manager moves the applicants to committee review.



STEP 3

Requisition detail dashboard

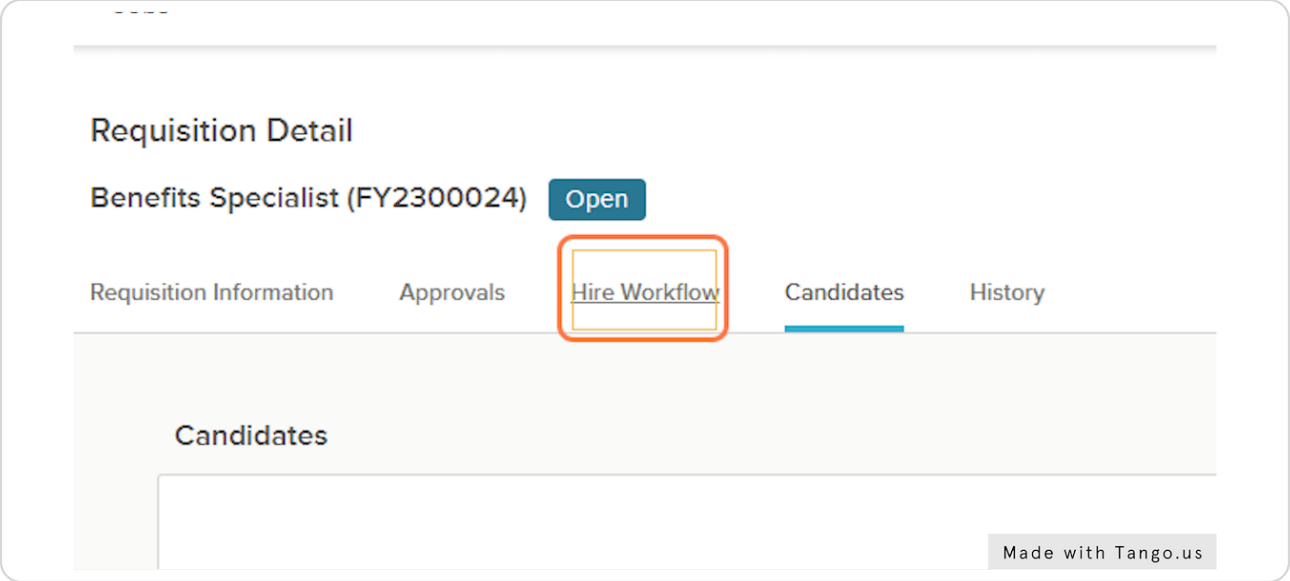
The requisition detail dashboard will show you any candidates and their current workflow status. You will also have the option to review the requisition detail, approvals, manage the workflow, review candidates, as well as review the history. All candidates will begin in the "Referred" status. While in this status only the hiring manager has access to view their details. To begin the review process the search committee and rating criteria must be established.



STEP 4

Establishing Search Committee and Rating Criteria

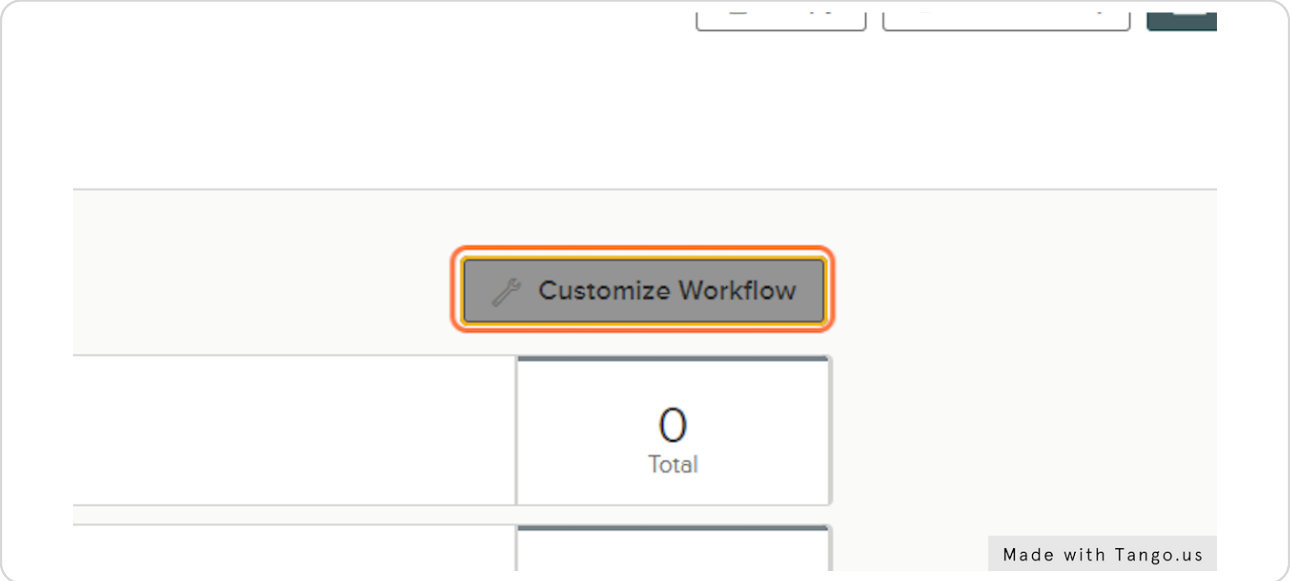
The hiring manager selects the "Hire Workflow."



STEP 5

Workflow

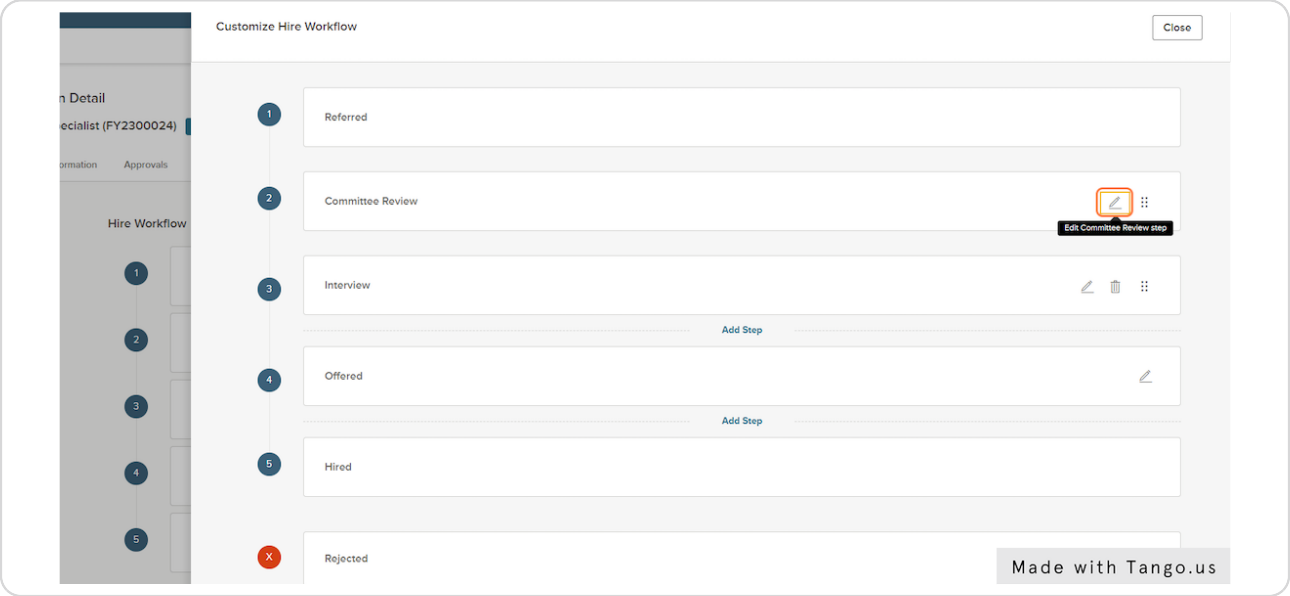
The hire workflow is pre-set with several steps. By selecting "Customize Workflow" you will be able to establish the search committee and rating criteria as well as add any additional steps you would like.



STEP 6

Search Committee and Rating Criteria

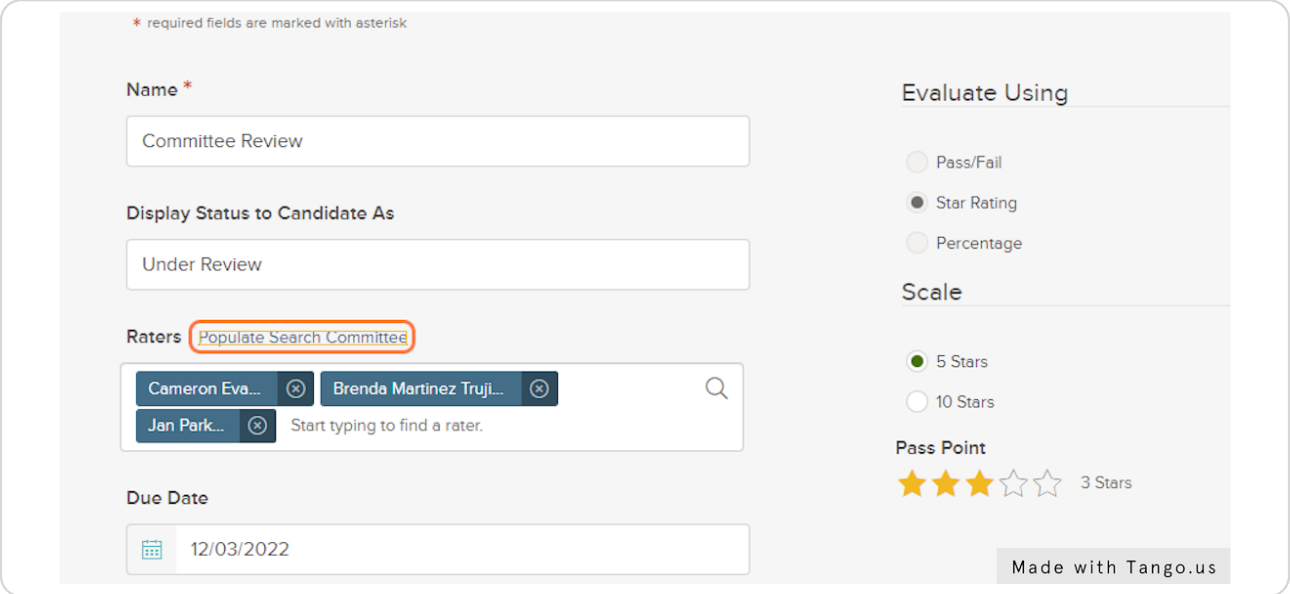
Select the pencil icon on the Committee Review tab



STEP 7

Search Committee

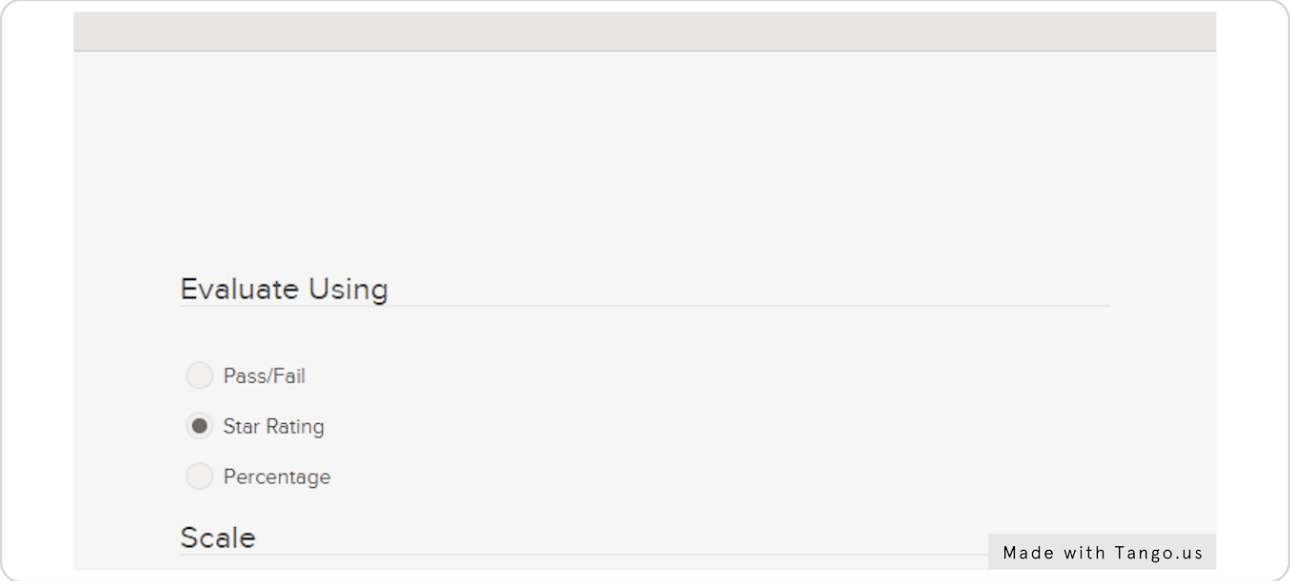
Click on "Populate Search Committee" to pull in the individuals established on the requisition.



STEP 8

Evaluation Method

Select the evaluation method you will be using (pass/fail, star rating, or percentage).



STEP 9

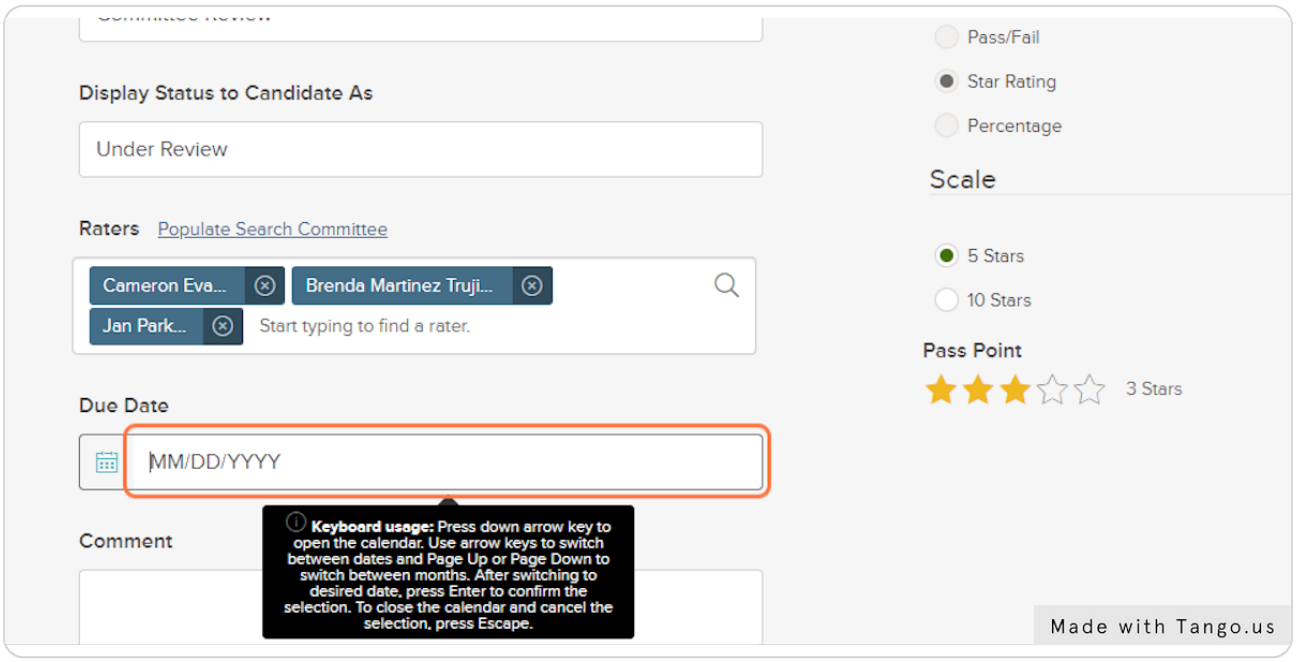
Rating Criteria

Optional - At the bottom of the page you can turn on rating criteria to define specific rating criteria for the committee. Please note this option can't be turned on or changed once any applicants have been rated.

STEP 10

Optional Due Date

Adding a due date will put a task on the search committee members Online Hiring Center letting them know the date the review needs to be completed.



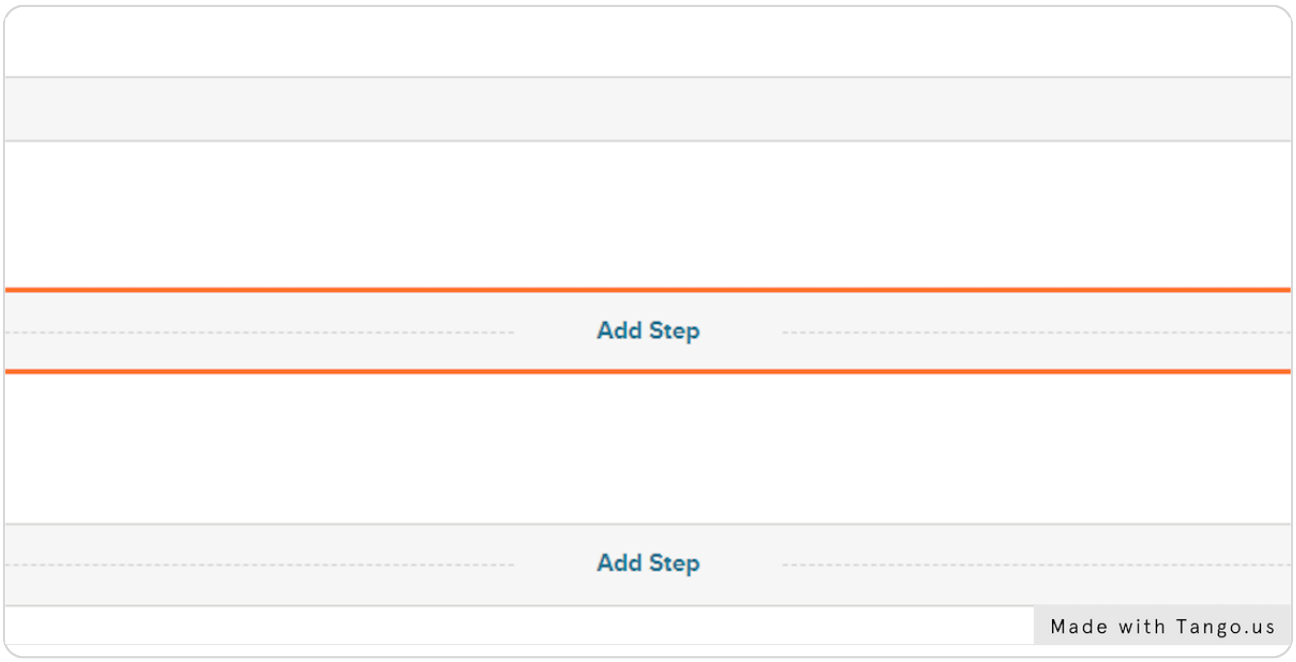
STEP 11

Click "Save" to lock everything in and return to the customize workflow page.

STEP 12

Additional Workflow Steps

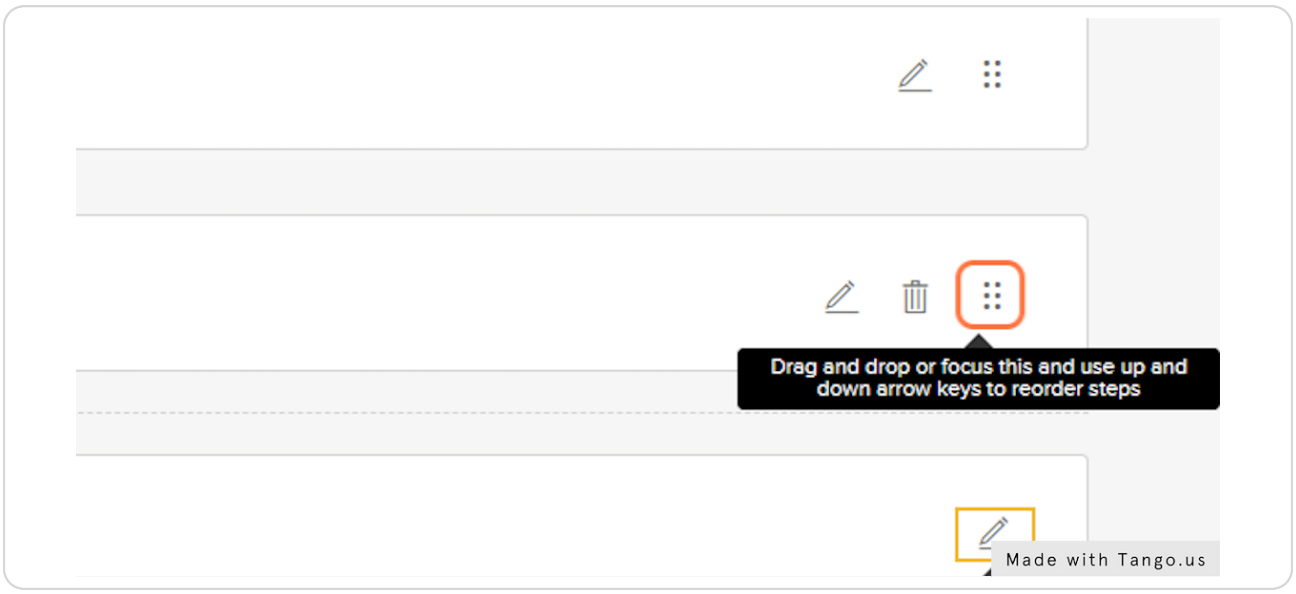
If you would like to add any additional workflow steps (such as second review step, second interview step, etc.) you can do so on this screen.



STEP 13

Reordering Workflow

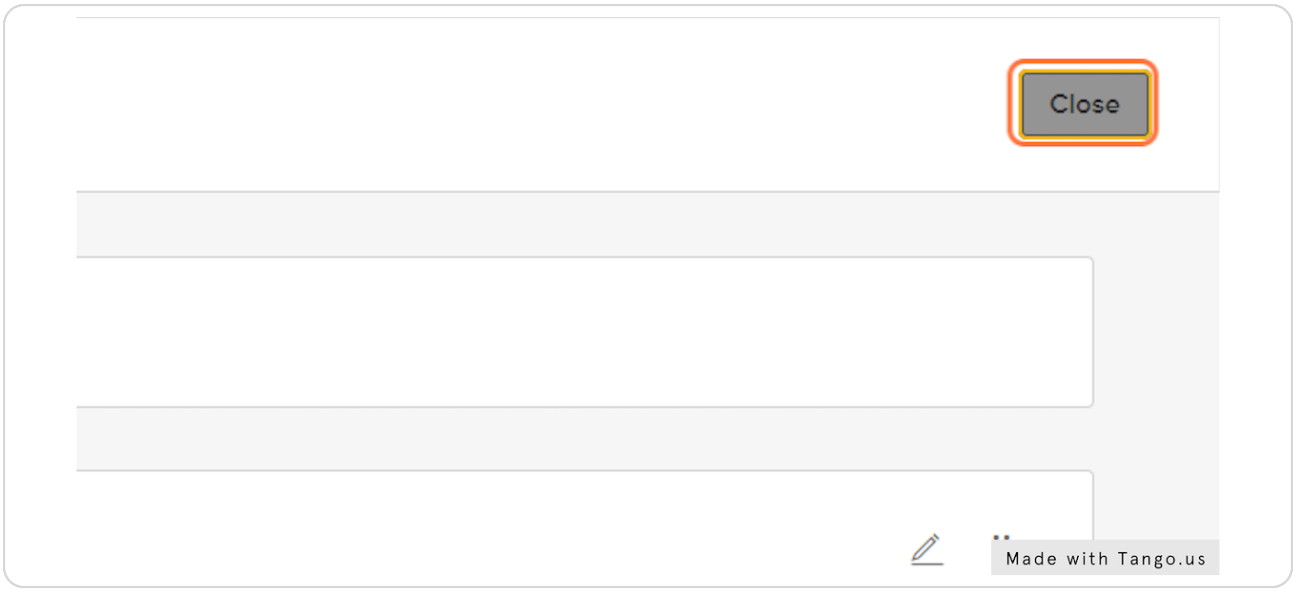
Any workflow step that can be reordered can be done so by selecting the six dots next to the trashcan icon (drag and reorder). Some steps are pre-determined and can not be reordered or edited.



STEP 14

Click on Close

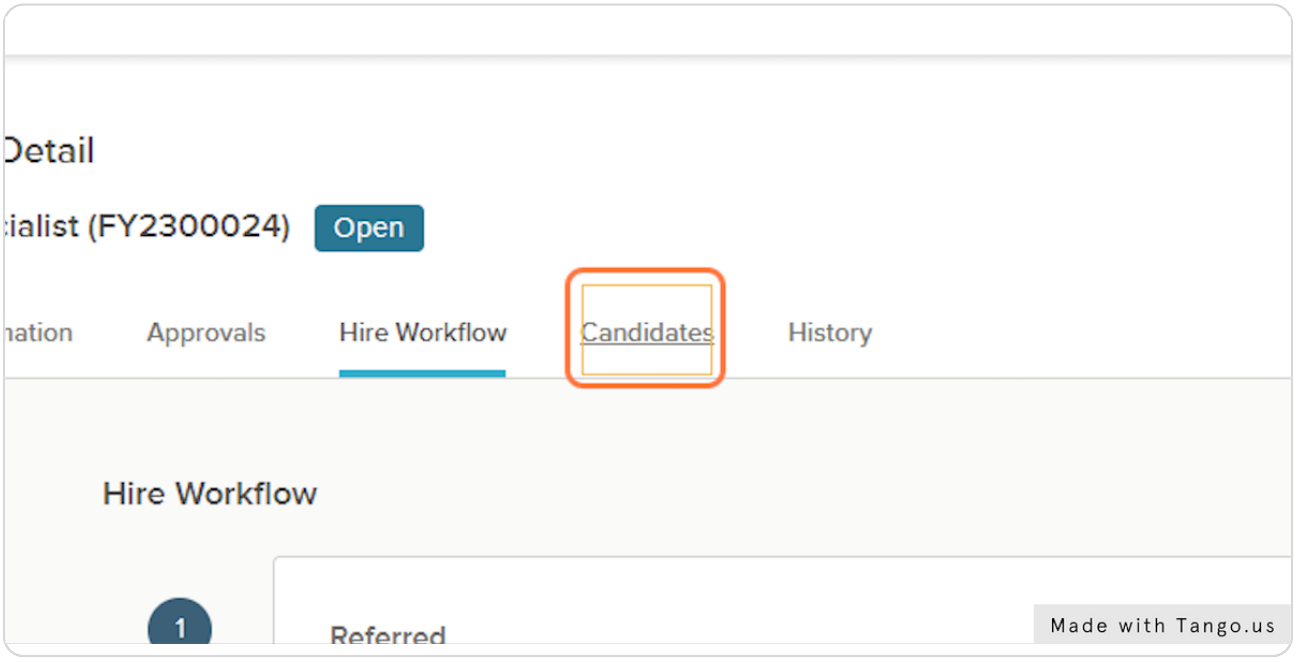
Click on close to save all edits and return to the requisition dashboard to begin the search.



STEP 15

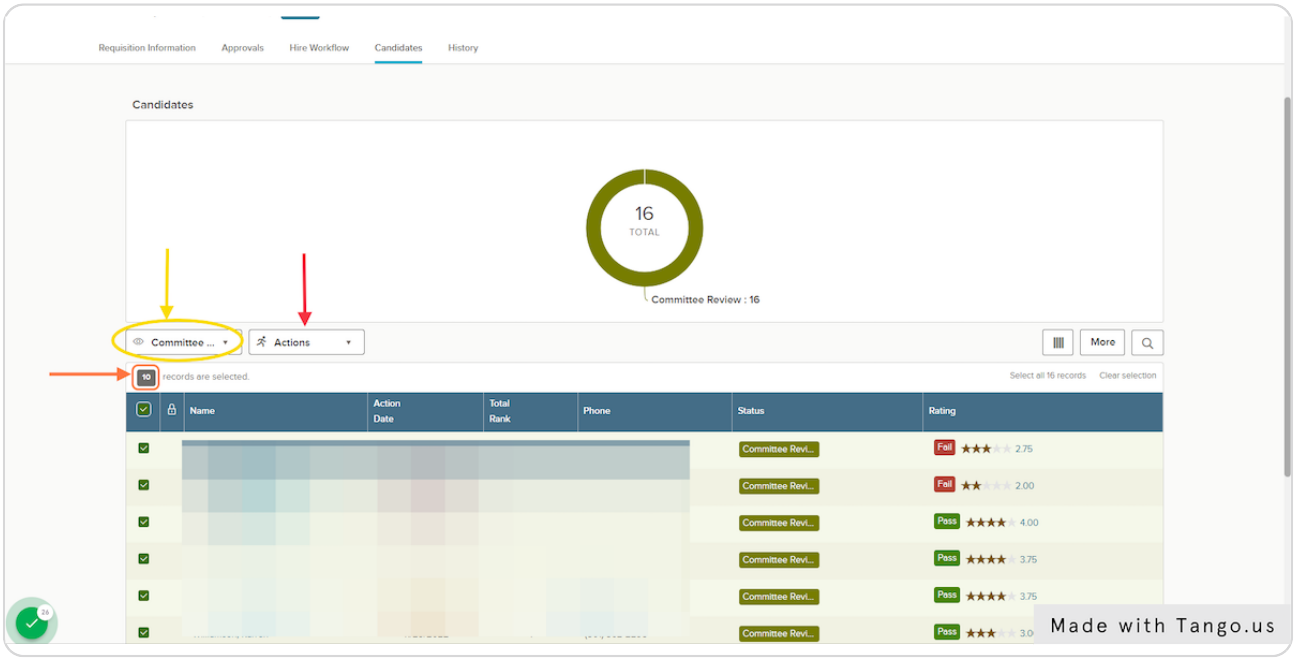
Moving Candidates to be reviewed

The hiring manager will move all candidates from "Referred" to "Committee Review" when ready for the committee to begin rating. To do so first select "Candidates" on the requisition dashboard.



Candidates

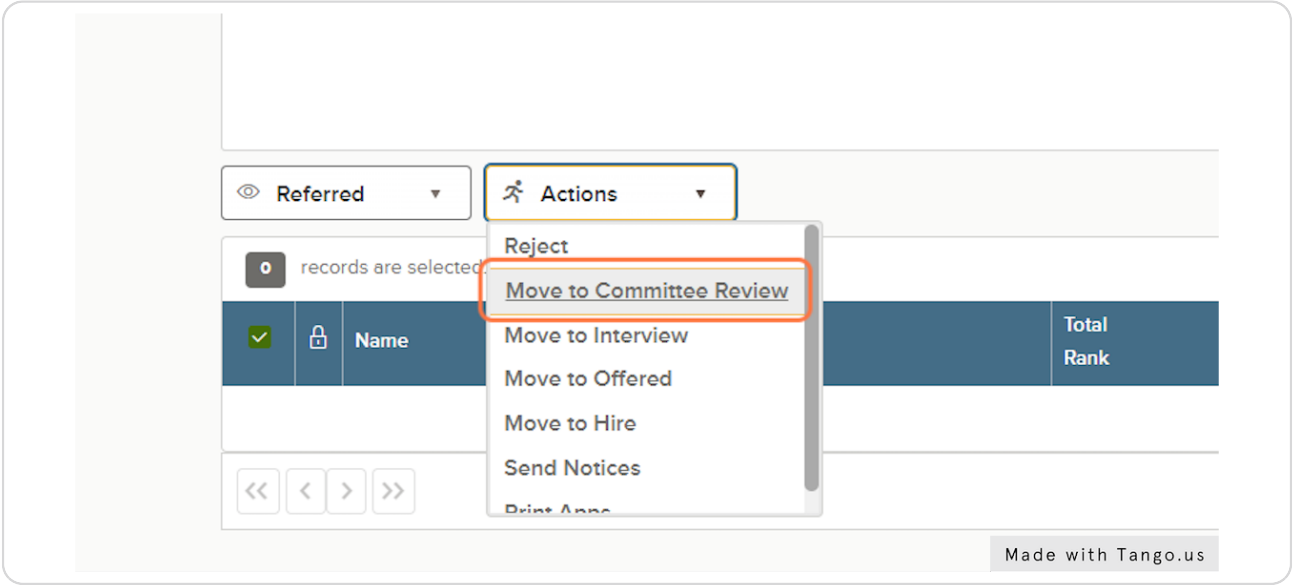
You can filter candidates at any stage in the workflow in the view dropdown (shown circled in yellow below). To move applicants select individual or all applicants (orange circle) and select the actions dropdown (notated with red arrow below).



STEP 17

Move to Committee Review

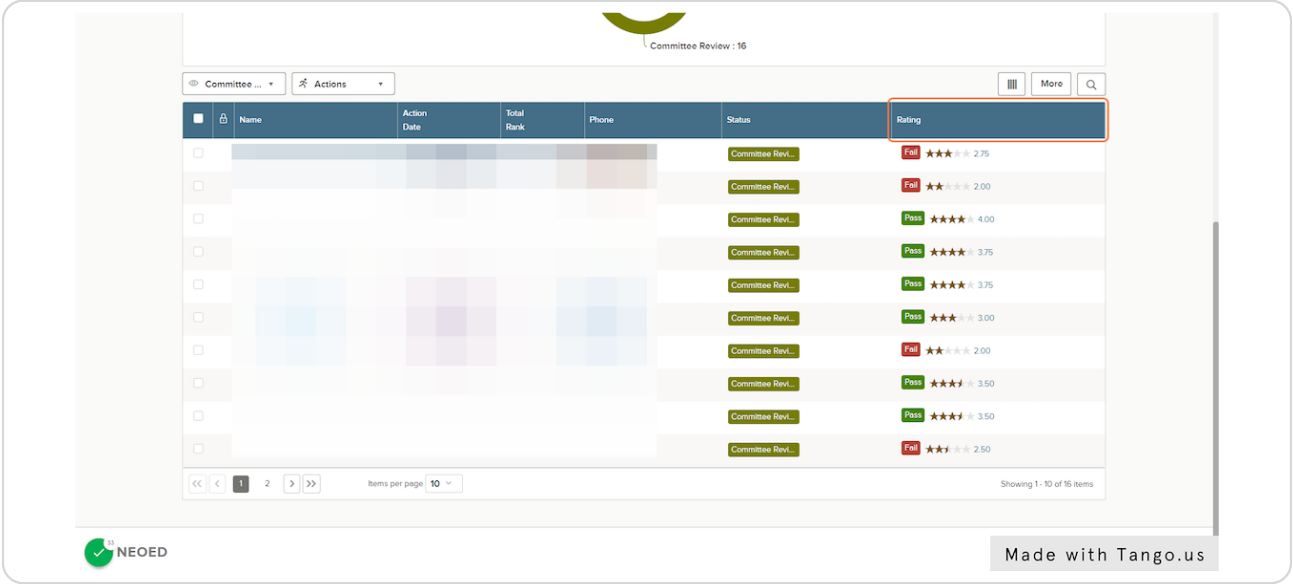
By moving candidates to "Committee Review" the members of the search committee will be able to see applicants and begin rating based off the criteria setup in the workflow.



STEP 18

Ratings

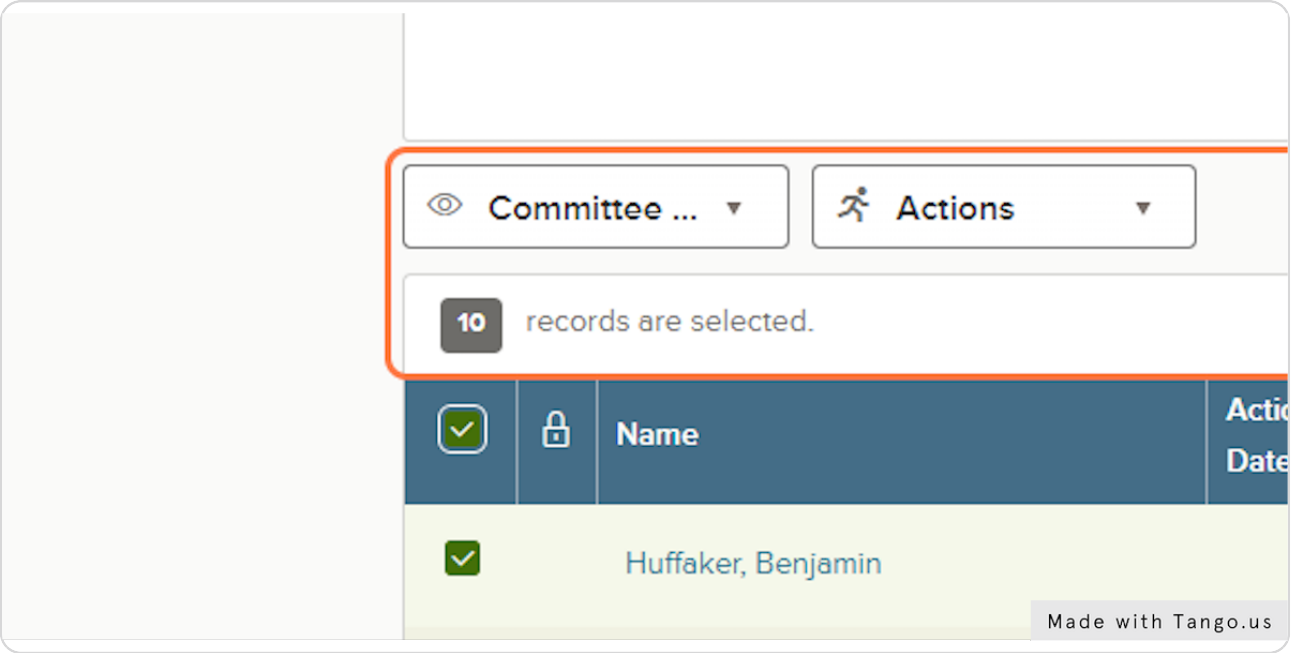
On the requisition dashboard the hiring manager will see the ratings of the committee members are they are submitted.



STEP 19

Interview / Reject

Once all ratings are in, follow the same process to move move applicants in the workflow (either to interview or to reject). When rejecting you will have the option for they system to send automatic email notification to candidate. It is the hiring managers responsibility to make sure every candidate is notified (directly or through the automation).



Offer

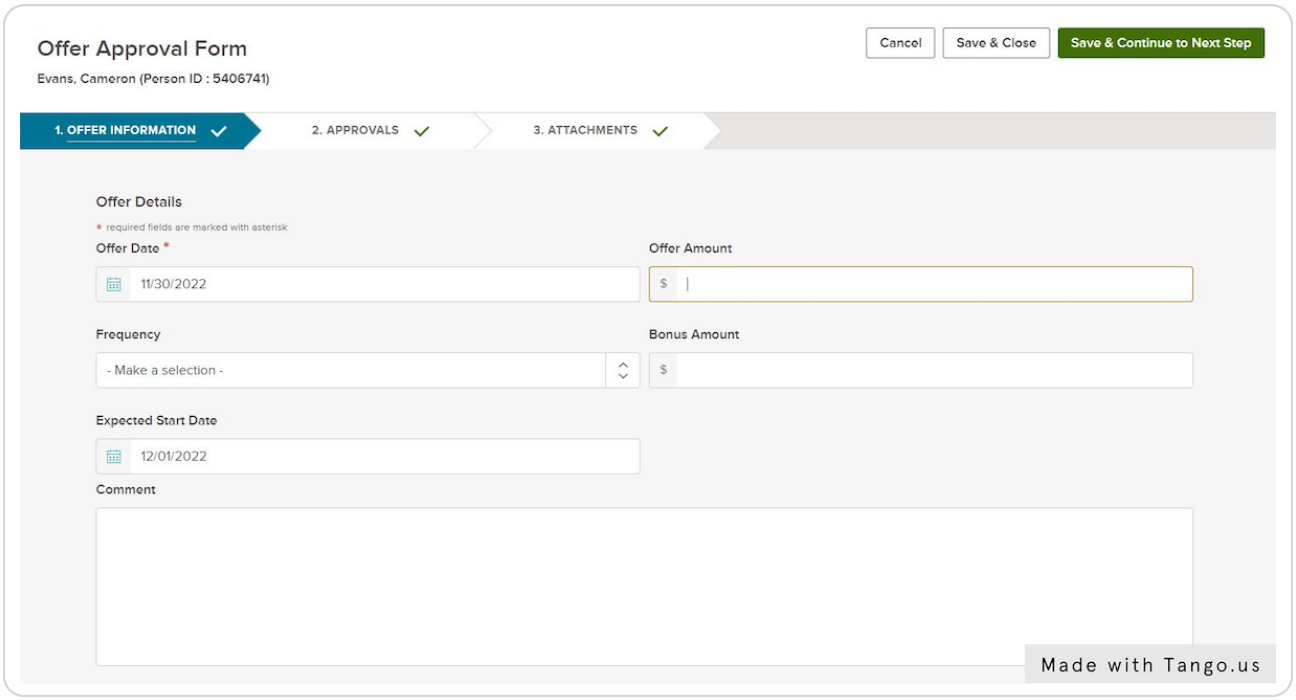
The process of moving candidates in the workflow will continue until you find an applicant you wish to extend an offer to.

Moving an applicant to "Offered" will begin the offer approval process and should be done prior to officially making an offer to a candidate. The only field required on the "Offer approval form is the "Offer Date" which should be left as the current date "date you wish to start the offer process."

Part-time - state the amount they would like to offer to be approved by supervisor (for part-time offers compensation should be removed as an approver). Edit the supervisor to only be the individual over the hire who will be making the offer.

Full-time - leave offer amount blank (salary recommendation will be provided by compensation prior to supervisor approval). Edit the supervisor to only be the individual over the hire who will be making the offer.

Faculty - will edit approval workflow to be Academic Affairs instead of compensation.



STEP 21

Hired

Once the offer has made it through the approval process the offer can be extended to the candidate. If accepted, the candidate will then be moved to "Hired." This will notify Employment that the offer has been accepted. Employment will then start the new hire paperwork, background check, and I9.

STEP 22

Finishing Search

1. HR will initiate the background check (email will come from Accurate Backgrounds INC). The new hire will need to respond to the Accurate Background email and when the background clears, you will be notified and they can begin work.
2. Notify the new hire they will get an email to complete the online new hire paperwork. They will need to bring identification documents to HR in person to satisfy the Federal I-9 Form.

Refer to the list of acceptable documents here: https://www.uscis.gov/i-9-central/acceptable-documents

1. Move all remaining applicants to the appropriate workflow state.
2. Create and submit an ePAF.
3. Send search documents to Employment (i.e. interview questions, reference checks, and scores not entered in the system, etc.).
4. To welcome your new employee please go over the "New Hire Checklist" which can be found at http://www.uvu.edu/hr/new2uvu

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