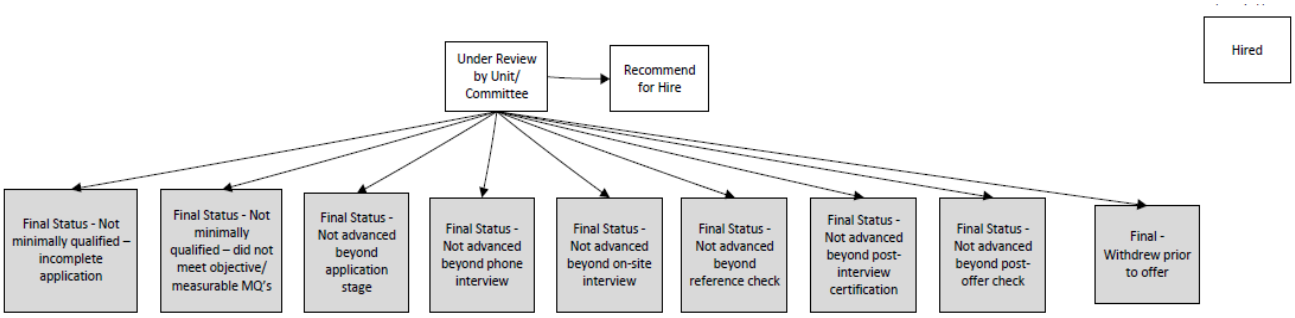
Applicant Tracking Module
Search Support - Applicant Disposition Guide

Below is a visual diagram for the Applicant Disposition and Hiring Proposal workflow:

Applicant Disposition Workflow



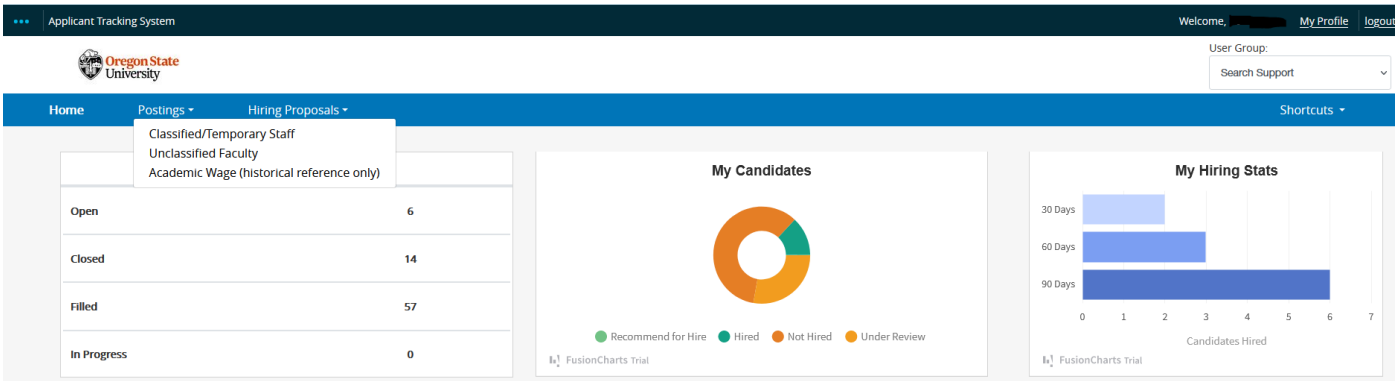
When Dispositioning Applicants:

After the search committee has completed the search and selection process,

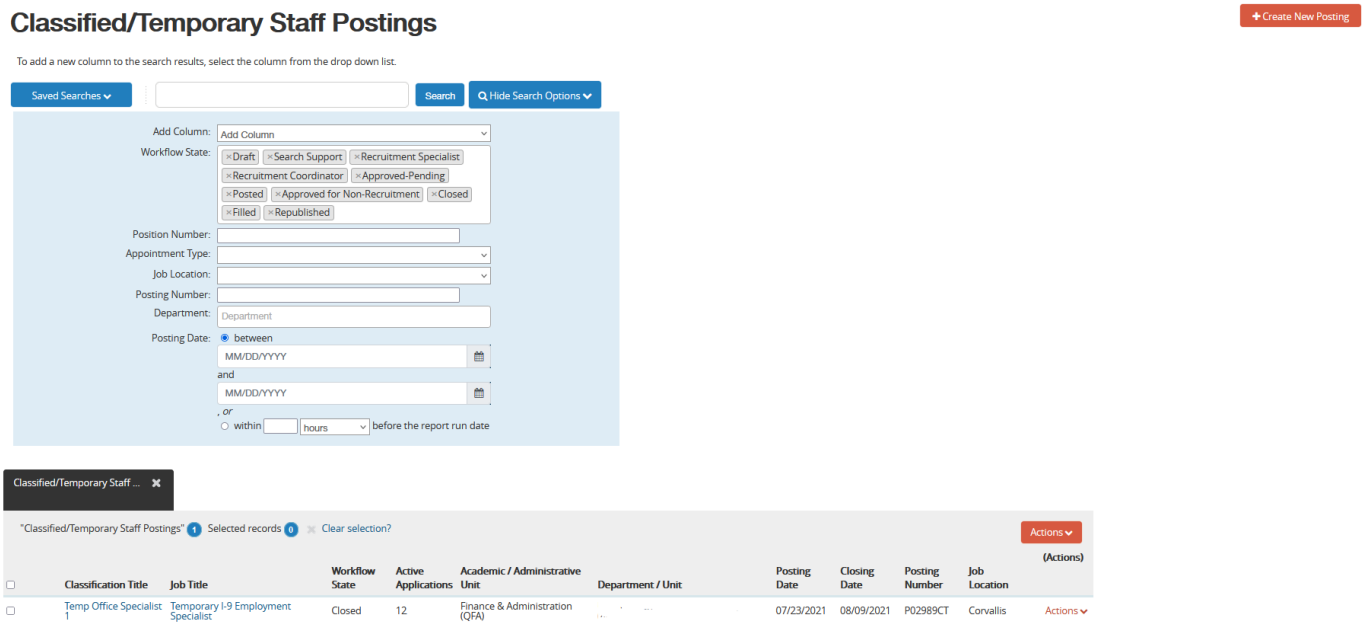
1. Search Support may disposition applicants no longer under consideration to their final status and submit the completed ADW and offer letter request to their HR Service Center Recruitment contact.

Accessing the Applicants tab of a Posting:

In the Applicant Tracking module, select the position type for the Posting you wish to search for, select the posting from your My Jobs dashboard, or you from your Watch List if you added it there.



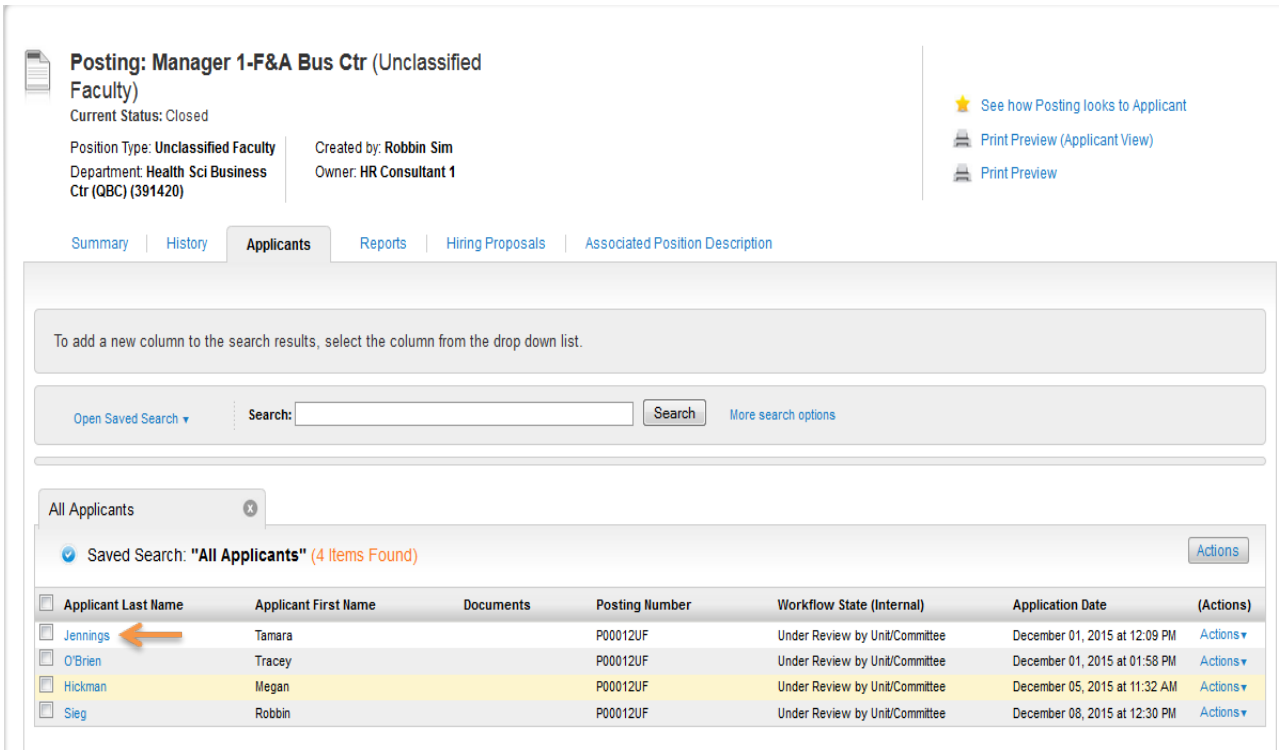
If you need to search for the posting, after selecting the position type from the drop down menu above, define your search using the search options available and select the blue link under Position Title to view the specific posting. You may also utilize the Saved Search drop down to view more options available to you.



When viewing the posting, select the "Applicants" tab to view the applicants who applied to the posting and to begin the dispositioning process.

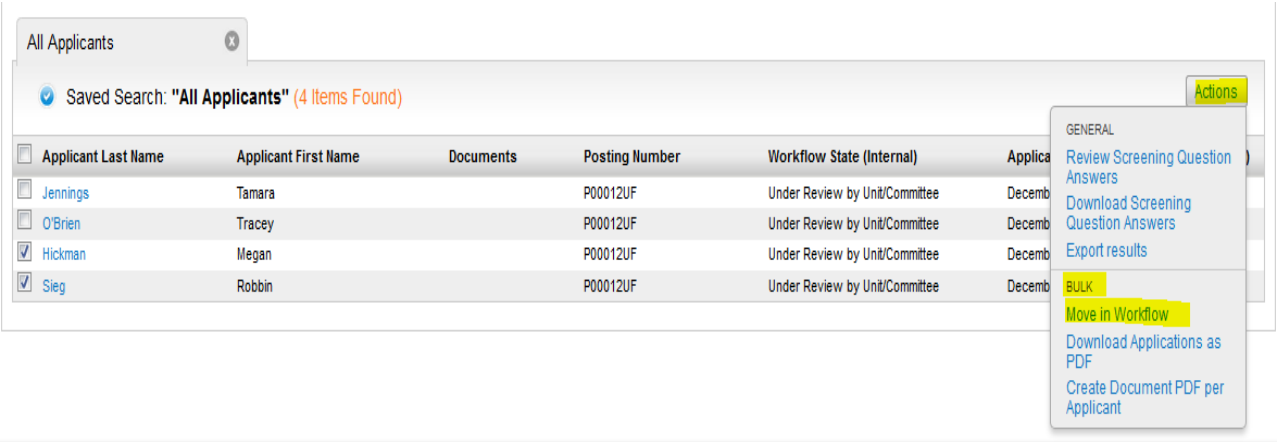
Dispositioning Applicants:

As Search Support, you may view and disposition one applicant at a time by clicking the applicant's last name (blue link):



OR

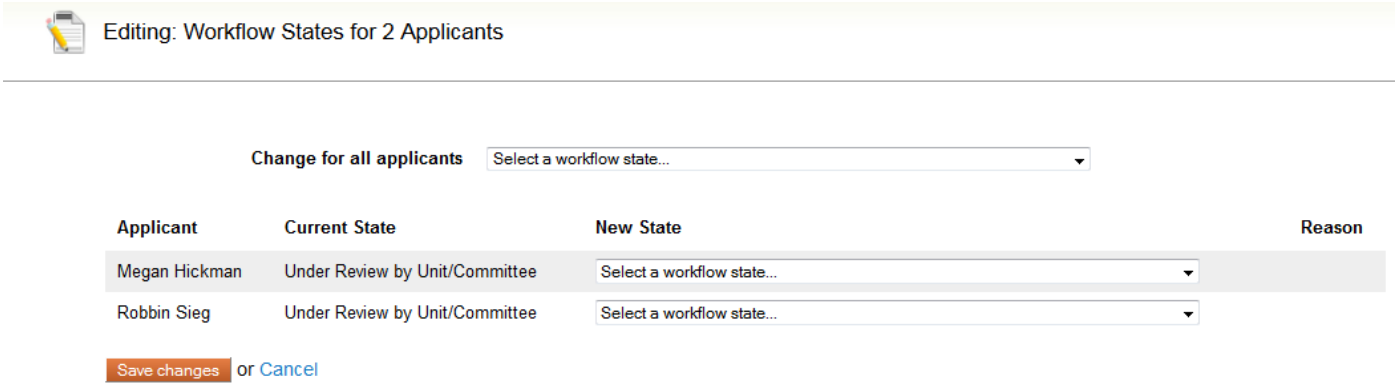
You may select and change multiple applicants at the same time by checking their names and selecting Actions – Bulk – Move in Workflow.



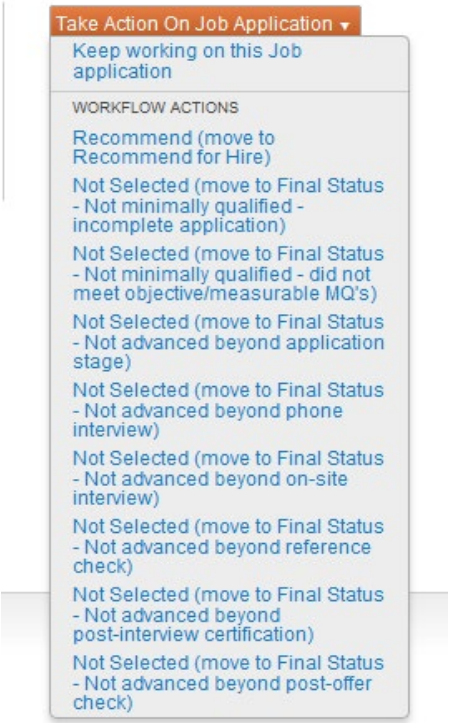
As Search Support, when using the bulk move feature you may change the status for all applicants selected if moving to the same status or individually if the workflow states vary.

*****IMPORTANT*****

As Search Support, once you move an applicant status to a FINAL status, you may not edit that workflow state again. You must contact your HR Service Center Recruitment team for assistance if a workflow state change is made in error.



As Search Support you may disposition the applicants to the following statuses under Workflow Actions:



After applicants not selected have been dispositioned, you will then change the status of the recommended appointee to "**Recommend for Hire**".

All applicants no longer under consideration and changed to their **FINAL** status of "Not Selected…", must be included on the **Applicant Disposition Workbook.** DO NOT make a verbal offer until you receive approval from HR after they have reviewed the ADW and Veteran Status worksheets.

Once the ADW is reviewed, your **HR Service Center Recruitment team** will now work with you to initiate the Offer and Hire process.

As Search Support – besides communications from your HR Service Center Recruitment team, you will receive system notifications at various stages in the process.

When the Offer Letter is approved you will receive a "**Permission to Offer Employment**" notification. This is the stage where the formal HR approved offer letter will be sent to the candidate.

After the offer letter is signed, HR will change the applicant status to "Offer Accepted" and an NRA review will be completed if required. Once the NRA review is complete the Recruitment Specialist will make any final changes to the Hiring Proposal and submit to the Recruitment Coordinator for final review and approval. The Recruitment Coordinator will then finalize the hire and seat the person to the position.

Search Support will then receive a "**Hire Approved**" notification.