Closing out a search:

Now that you have submitted a hiring proposal and the official offer has been sent from Human Resources you will need to update your applicant list by changing the statuses of the remaining applicants in the queue. By doing this an email will be generated from Human Resources notifying the applicants that they have not been selected.

NOTE***No emails will be released until the official offer has been accepted and returned to Human Resources***

Start by opening up the posting and selecting the applicants tab. The list of applicants will appear. Go to More Search Options and select “Under Review by Department” from Workflow State (this will allow you to bulk move candidates). Select Last Name and Move in Workflow from the Actions button above the actions column.

Select Not Hired from the drop down list and select a reason from the drop list on why this candidate was not selected. This information is used and gathered for Affirmative Action/EEO reporting.

NOTE: If you do not want an applicant to get the rejection email, you can change their status to “Not Hired-Do Not Send Email”. A reason for not hiring will still need to be selected.

Select Save Changes.
The applicant list will now show only the person hired. The remaining candidates have been moved to inactive status. You will be able to view them if needed by clicking on More Search Options and selecting Inactive.

You have now successfully completed a search. Human Resources will mark it filled and the candidates will be notified.