Closing Out Recruitments

Use CATS to Document your Decision

Once the candidate has accepted the offer, you document the selection process and hiring recommendation in CATS. See the <u>Selection and Closeout Process Flowchart</u> for an overview of the process. There are four steps to "close out" a requisition/posting:

- 1. Finalize all applicant/interviewee statuses
- 2. Hire the selected candidate in the system
- 3. Attach documents to record hiring process details
- 4. Designate the position as Filled.

1. Finalize all applicant/interviewee statuses

From the Active Applicants screen, select Change Status link.

	CATS - Classification/Applicant Tracking System									
JOB POSTINGS	Job Posting									
VIEW ACTIVE VIEW PENDING VIEW HISTORICAL SEARCH HIRING DETAILS	Applicants Posting Job Details Dutie	<u>Job</u> s Requirements <u>E</u>	<u>Physical,</u> <u>Mental,</u> <u>nvironmental</u> (Posting Specific Guest Hiring Duestions User Details	<u>Comments</u> <u>Notes</u> <u>Histor</u>	/ <u>Recruitment</u> / <u>Documents</u>				
CREATE POSTING CREATE REQUISITION JOB DESCRIPTIONS BEGIN NEW ACTION	Active Applicants									
SEARCH ACTIONS PENDING ACTIONS SEARCH PD LIBRARY	4 Records	Documents	Score	Date Applied	Status	To change the status	s of			
ADMIN HOME CHANGE PASSWORD	O'Brien, Raymond	_{Cvr Ltr} _{Res}	0	10-30-2006	Hired	one applicant, click the Change Status link.	he			
CHANGE USER TYPE LOGOUT	Richards, Shene	Cvr Ltr II Res	0	11-01-2006	Manager Review Change Status	N	Т			
	McCaskle, Dalila <u>View App</u>	<u>Cvr Ltr</u> II <u>Res</u>	0	11-03-2006	Manager Keview Change Status					
	Kennix, Germaine <u>View App</u>	<u>Cvr Ltr</u> II <u>Res</u>	0	11-03-2006	Manager Review <u>Change Status</u>					
	CHANGE MULTIPLE APPLICANT STATUSES Refresh View Multiple									
	Minimum Score			VIEW MU	JLTIPLE APPLICAT					
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Final/Inactive Status for non-interviewed applicants should be one of the following:

- Minimum qualifications, not Interviewed they met all the posted requirements but were not selected for interview
- Not Qualified the applicant did not meet <u>all</u> the minimum requirements
- Interviewed No Show
- Withdrew Before Interview or Withdrew After Interview

Completion of the **Selection Reason text box is required** for final statuses, and the reason(s) you list need to reference one of the posted requirements. See the guideline <u>Reasons for Non-Selection</u> for examples.

After applicant's statuses are changed to a final status, their names do not show on the Active list. To see these applicants again, check the Inactive Applicants box and Refresh. You will see a separate list of Inactive Applicants below the Active Applicants list.

Final Status for non-selected interviewees should be one of the following:

- Interviewed, Not Selected
- Withdrew After Interview
- Job Offered, Declined

Completion of the **Selection Reason text box is required** for all interviewees and the reason(s) you list should reference one of the posted requirements. Be sure to SAVE all your entries before moving to the next page.

2. <u>Hire the Selected Candidate</u>

The first step is to change the selected applicant's status to **Proposed for Hire.** On the **Active Applicants Tab**, select **Change Status** for the selected candidate, change the Status on the pull down menu to **Proposed for Hire,** and save. The **Begin Hiring Details** link now shows.

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SEARCH POSTINGS REATE POSTING FOR COURTESY LISTING	Walter, Justin <u>View App</u>	Cvr Ltr II Res	0	07-26-2006 <u>History/ Notes</u>	Manager Review <u>Change Status</u>		
CREATE REQUISITION	Taylor, Demetrick <u>View App</u>	Cvr Ltr II Res	0	07-26-2006 <u>History/ Notes</u>	Manager Review Change Status	When Appl Status is ch	icant's nanged to
SEARCH TITLE CODE REATE TITLE CODES FROM CLASS TITLE	Lee, Ka Yee <u>View App</u>	Cvr Ltr II Res	0	07-26-2006 History/ Notes	Manager Review Change Status	Proposed Begin Hiri	for Hire, ng Detail
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OB DESCRIPTIONS BEGIN NEW ACTION	Krivoy, Suzanne <u>View App</u>	Cvr Ltr II Res	0	08-02-2006 <u>History/ Notes</u>	Manager Review Change Status		
SEARCH ACTIONS PENDING ACTIONS SEARCH PD LIBRARY	Watts, Pamela <u>View App</u>	Cvr Ltr II Res	0	08-02-2006 <u>History/ Notes</u>	Manager Review Change Status		
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Click on **Begin Hiring Detail** to go to the **Complete Hiring Details for Job Description** screen.

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JOB DESCRIPTIONS							
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CHANGE USER TYPE LOGOUT	Working Title	Title Code	Current Employee Last Nan	ne Last Act	ion		
	Personnel Specialist	7646	VACANT	Position Descriptio	n Corrected		

Verify the Currently Selected Position listed on the screen and, if correct, click on the Start Action link under Hiring Recommendation for Job Description Listed Below.

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		CA	ATS - Classification/Applicant Tracking Syste	m
	JOB POSTINGS SEARCH HIRING DETAILS SEARCH POSTINGS	Welcome Linda McMullen. You are I Your Current Group: Administrator.	logged in. Tuesday, October 3, 2	2006
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	FROM CLASS TITLE APPLICANTS SEARCH APPLICANTS CONF NBR SEARCH		Reports Formatted Job Description	
	RESTRICTED LIST SEARCH RESTRICTED LIST USERS		Hiring Details	
	CREATE USER ACCOUNT APPROVE SEARCH USERS		CONTINUE TO NEXT PAGE >>	
Complete all required fields with red	JOB DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS CHUPD LIBRARY	*Required information is denoted with	an asterisk.	
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	LOGOUT	* Employee Last Name	Hul	
		* Start Date		×
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> Complete the Hiring Recommendation screen noting the red asterisks for required fields. Click on Continue to Next Page to go to View Hiring Recommendation for Job Description Listed Below Summary. Hiring Manager sends the Hiring

Recommendation to the Departmental Approver. You will need to confirm your selection on the next screen.

Address 😂 http://training248.	peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1163096673539	*
University of Calil	ornia Office of the President	
	CATS - Classification/Applicant Tracking System	
JOB POSTINGS VIEW ACTIVE VIEW PENDING	Welcome Linda McMullen. You are logged in. Your Current Group: Hiring Manager/Designee. Thursday, November 9, 2006]
SEARCH HIRING DETAILS CREATE POSTING CREATE REQUISITION	View Hiring Recommendation for Job Description Listed	
JOB DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH PD LIBRARY		
ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Reports To change the status of this action, choose from the statuses below: Formatted Job Description Go To Tab View/Edit Formatted Job Description	
	Action Status Send to Departmental Approver for Review of Hiring Detail Save Hiring Detail Without Submitting CANCEL	
	Hiring Details	
	Requisition Number 20060248	

The Departmental Approver clicks on the **Search Hiring Details** link on the blue menu on the left side of screen. A View Hiring Details screen comes up, click **View** under the Requisition Number. That link will bring them to the Hiring Recommendation which they will either (1) Approve or (2) Send to Employment and Staffing Services for special salary approval.

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If the Departmental Approver sends to Employment for salary approval,

Employment's approval will "hire" the candidate in the system.

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	CATS - C	Classification/App	olicant Tracking S	System	
JOB POSTINGS SEARCH HIRING DETAILS SEARCH POSTINGS CREATE POSTING FOR COURTESY LISTING CREATE REQUISITION TITLE CODES SEARCH TITLE CODES CREATE TITLE CODES CREATE TITLE CODES CREATE TITLE CODES CREATE TITLE CODES SEARCH ASSIST SEARCH ASSIST SEARCH ASSIST SEARCH ASSIST SEARCH RESTRICTED LIST SEARCH RESTRICTED LIST USERS CREATE USER ACCOUNT APPROVE SEARCH ASSIST OB DESCRIPTIONS SEARCH ACTIONS SEARCH ACTIONS SEARCH ACTIONS SEARCH ACTIONS SEARCH PO LIBRARY ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Welcome Linda McMullen. You are logged in. Your Current Group: Administrator. Confirm C You are about to change this action to the f Action Status Approve Hiring Detail GO BACK CONFIRM	Change Action S	Tuesday, Oct	Any action taken will need to be Confirmed on this screen	
Done					🔮 Internet

On the **Applicant List**, the Status for this applicant now shows as **Hired**. NOTE: When you want to hire two or more people for the same requisition you need to bring each selected candidate through to the Hired status before initiating another Hiring Recommendation.

3. Attach documents to record hiring process detail.

On the **Recruitment Documents** tab attach documents to record the interview questions, search/selection committee members, any advertising/outreach placed by the department, and a copy of the offer letter sent to selected candidate.

4. Designate the Position as Filled

On the View Active Posting List, there is now a link for **Designate Position as Filled**. **NOTE: When a position is designated as Filled**, **no further action (i.e., change start date or salary) can be taken on this requisition by the Hiring Manager, the Departmental Approver or Employment and Staffing Services.** We recommend that this action not be taken until after the hire or transfer dates for all new hires have passed. When a position is designated as filled, all applicants are notified of their non-selection unless they are interviewed, have withdrawn, not shown up for Interview, or declined an offer. The name of the hired candidate will now show up on the position description in CATS.

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After you designate a position as filled, the Status of the Position on the Position List shows as Filled, and you access the Requisition/Posting through the **View Historical** Status screen.

The closeout is now complete.