

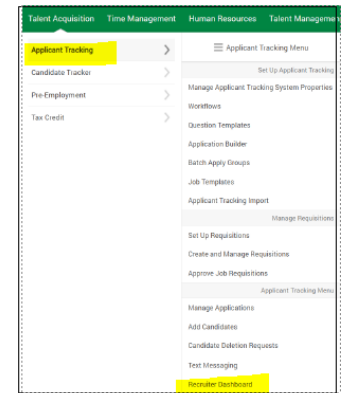
Show Me How

to Move a FWS Candidate Through the Hiring Process

APPLICANT TRACKING

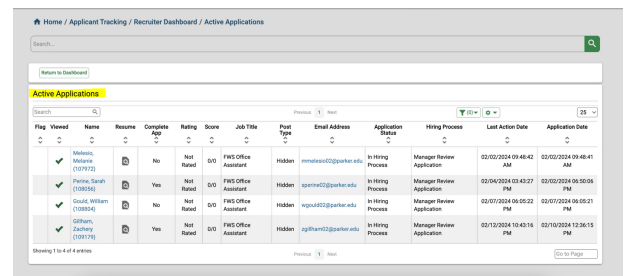
STEP 1

- Navigate to Talent Acquisition > Applicant Tracking > Recruiter Dashboard.



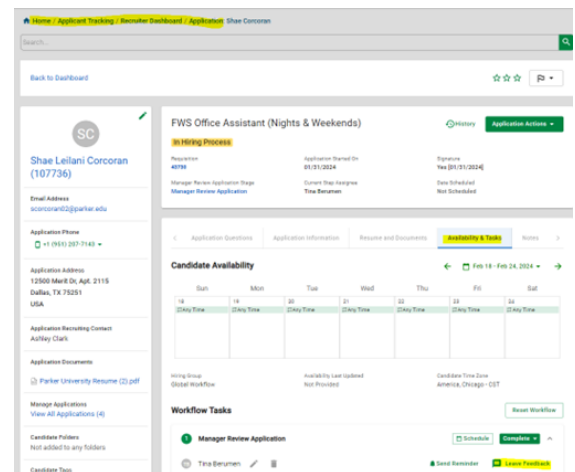
STEP 2

- From the Recruiter Dashboard, select Active Applications.
- Click the name of the candidate you wish to view. This is the first step in the Workflow Tasks: Manager Review Application.



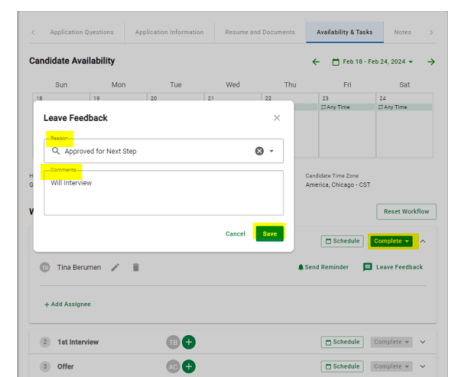
STEP 3

- Once you have reviewed the candidate's application, select the Availability & Tasks tab.
- Scroll down and under Workflow Tasks: Manager Review Application click "Leave Feedback."



STEP 4

- In the comment box leave notes on this applicant (i.e., want to interview, not qualified, not a good fit.) then select a reason and save. The Applicant does NOT see this feedback.
- Select the COMPLETE button, select the appropriate option from the Complete drop-down menu.
 - Approved for Next Step sends the applicant on to the 1st Interview portion of the workflow.
 - Reject sends a notification to the Recruiter to let the candidate know they were not selected to move forward.
 - Skip Step sends the candidate to 1st Interview.



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WORKFLOW TASKS

STEP 5

Workflow Tasks: 1st Interview.

You may schedule the interview with the student outside of the system or using Paycom. If you choose to use Paycom, select the Schedule button.

- Under Scheduling Invite select a date, start time, duration and location.
- Location: choose one: Be sure to Check Candidate Invite which allows you to customize an email to the candidate.
 - Physical – enter location (Legal address is campus) and select Send
 - Virtual – Allows you to add a Microsoft Teams link and select Send
 - Phone – identifies a phone interview and select Send

Back to Application

Scheduling Invite

Select Scheduling Template

Schedule

Date: 02 / 22 / 2024

Start Time: 02:00 PM Duration: 30 minutes Time Zone: (UTC-06:00) Central Time (US and Canada)

Reminder: 15 Minutes Before

Location

Physical Virtual Phone Unspecified

Video Link: https://teams.microsoft.com/j/19%3ameeting_... Password: 219 883 972 111

☒ **Candidate Invite**

Subject: Virtual Interview: Federal Work Study Position - Humna Resources

Preview

Dear [Candidate First Name],

I look forward to our interview scheduled for Thursday, March 22, 2024 at 2:00pm. Please click on the Microsoft Link to join the meeting.

Any questions or concerns, please do not hesitate to contact me.

body

Upload a File

Select Here to Upload

Max 5 files per upload (10.00 MB size limit per file) Allowed File Types

☐ **Interviewer Invite**

Cancel Send

STEP 6

Once you have interviewed the candidate, select the Availability & Tasks tab, under Workflow Tasks 1st Interview click "Leave Feedback."

- In the comment box leave notes on this applicant (i.e. want to hire, not qualified, not a good fit.) then select a reason and save. The Applicant does NOT see this feedback.
- Select the COMPLETE button, select the appropriate option from the Complete drop-down menu.
 - Approved for Next Step sends the applicant on to the Offer portion of the workflow.
 - Reject sends a notification to the Recruiter who will notify the candidate they were not selected to move forward.
 - Skip Step sends the candidate to Offer.

Hiring Group: Global Workflow Availability Last Updated: 02/13/2024 | 6:11:34 PM Candidate Time Zone: America, Chicago - CST

Leave Feedback

Reason: Approved for Next Step

Comments: Would like to hire.

Cancel Save

Offer 3

02/19/2024 | 9:00:00 AM Complete

STEP 7

Workflow Tasks: Offer

The Recruiter will send the candidate an offer letter.

- Once the offer letter is accepted by the student candidate, HR verifies their I9, provides a mini FWS orientation, and sends the student, Financial Aid, and the supervisor and approved to work email.

NOTE: The FWS Supervisor can monitor the hiring status in Paycom.

Application Questions Application Information Resume and Documents **Availability & Tasks** Offer

Candidate Availability

Feb 18 - Feb 24, 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	19 6p-9p Repeats	20 6p-9p Repeats	21 6p-9p Repeats	22 6a-5p Repeats	23	24

Hiring Group: Global Workflow Availability Last Updated: 02/20/2024 | 7:39:25 PM Candidate Time Zone: America, Chicago - CST

Workflow Tasks

Reset Workflow

- Manager Review Application Completed by Raquel Godinez 02/09/2024 | 4:34:02 PM
- 1st Interview Completed by Raquel Godinez 02/12/2024 | 1:01:26 PM
- Offer** Schedule Completed by Ashley Clark 02/14/2024 | 3:50:05 PM
- Ashley Clark Reason: Approved for Next Step