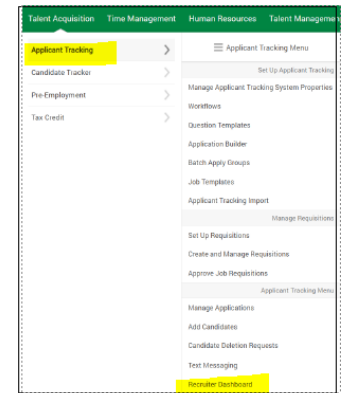# Show Me How

to Move a FWS Candidate Through the Hiring Process
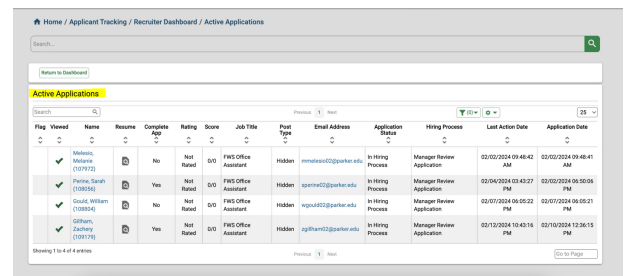
APPLICANT TRACKING

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.
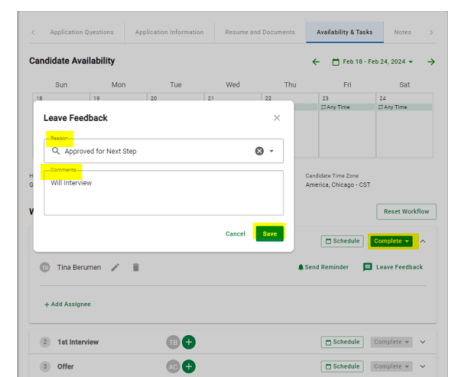

STEP 3

➢ 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."
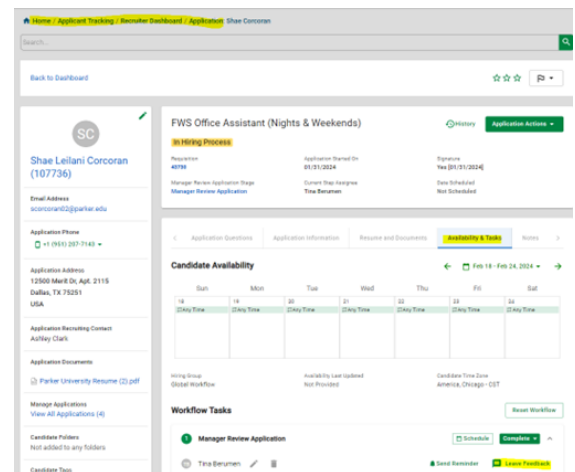
STEP 4

➢ 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.

Show Me How

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

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.

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.