How Do I Finalize My Recruitment Process?

At the end of your recruitment search, all applicants must be dispensed in the Careers at UF system in order to move forward with the hiring process. To do so, applicants must be moved to a terminal status. This will ensure that applicants are notified of their application status.

The dispensing process has three main steps:

- Move the selected candidate to **Recommend for Hire** status to obtain clearance from Core HR
- Move applicants that are no longer being considered for the position to an appropriate terminal status
- Move the selected candidate to **Offer accepted** to close the job requisition

**Candidate Recommended for Hire**

When an applicant is selected for a position, a clearance request needs to be submitted to Core HR. Currently, this is only required for TEAMS positions. To do so, you will need to move the candidate to the **Recommend for Hire** status. For any other positions (faculty and OPS), they can be moved directly to **Offer Accepted**.

**Moving a Single Applicant**

1. After logging into Careers at UF, select the title of the desired job requisition from the Dashboard
2. Click the **View applications** link in the upper, left corner of screen. This will display current applications for this particular job requisition

![View applications link](image)

3. Locate the candidate you wish to recommend for hire in the applicant pool
4. Click on the status next to their name

![Candidate status](image)

5. Select the **Recommend for Hire** status

![Recommended for Hire status](image)

6. Click the **Next** button
7. Enter the applicant’s Date of Birth or UFID if available in the body of the email
8. Click the **Move Now** button

![Move Now button](image)

**Applicants No Longer Being Considered:**

Applicants that are no longer being considered for a position can be moved to a terminal status at any time.

Terminal statuses include **Hiring Manager Review Unsuccessful** and **Interview Unsuccessful**, which indicate when an applicant is no longer considered for the open position, as well as **Offer Accepted** for the applicant that is offered and has accepted the position. If an applicant declines the job offer, he/she can be moved to **Offer declined** as the terminal status.

As a best practice, we recommend waiting until the first choice candidate accepts the position before moving additional finalists to a terminal status. When placed in the **Hiring Manager Review**...
Unsuccessful* or Interview Unsuccessful* statuses, applicants receive an email informing them that they were not selected for the position to which they applied.

Moving Multiple Applicants

1. Locate the applicant pool you wish to dispense
2. Click on the selection box of the applicants you wish to move to a terminal status

1. Click on the Select a bulk action drop down
2. Select Bulk move
3. Select the Application status. For this example, the selection is Hiring Manager Review Unsuccessful*

Note: When an applicant is moved to a status with an (*), an automatic email is sent out by the Careers at UF system.

4. Review the Applicant Review Outcome email

Note: This is the standard UF email sent to all applicants who are not selected for a position. There is no need to make any adjustments to this message unless you would like to personalize the message.
5. Indicate reason for why the applicant was not selected in the **Hiring Manager Review Unsuccessful** reason section
6. Click **Move Now** button

7. Repeat until all candidates are dispensed to the appropriate terminal status

**Candidate Offer Accepted**

When the candidate has accepted the position, his/her status must be changed to **Offer Accepted**. This status notifies Core HR that the position has been filled and it is time to close the requisition.

1. Click on the status next to their name

2. Select the **Offer Accepted** status
3. Click the **Next** button
4. Review the automatic email being sent to Core HR
   
   **Note:** No additional information is necessary

5. Click the **Move Now** button

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You have now completed the steps to dispensing applicants in the Careers at UF system.

**Additional Help**