

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 **Recommended For Hire/Clearance Request*** status to obtain clearance from Core HR
 - Note: Positions that have been identified as researcher or research support roles should be moved to the status of **Request Clearance for Researcher Hire***
- 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

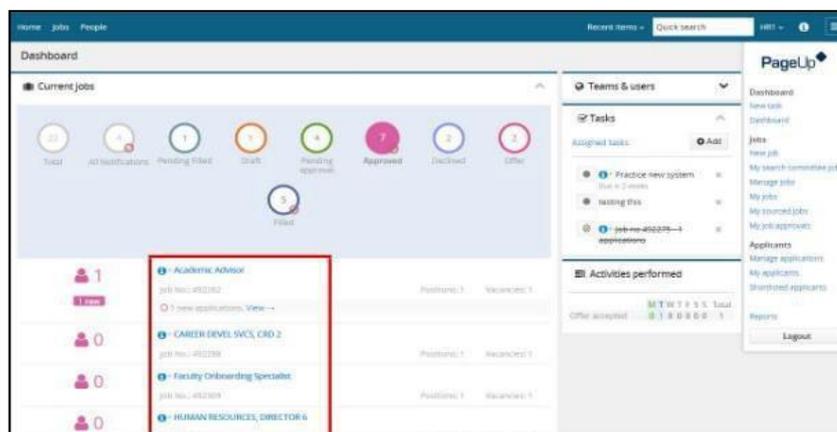
Candidate Recommended for Hire

When an applicant is selected for a position, a clearance request needs to be submitted to Core HR. This process is required for all TEAMS positions, and positions that have been identified as a researcher or research support position. Move the candidate to the **Recommended For Hire/Clearance Request*** or **Request Clearance for Researcher Hire*** status. Faculty or OPS positions which have not been identified as a researcher or research support position may be moved directly to the status of **Offer Accepted**.

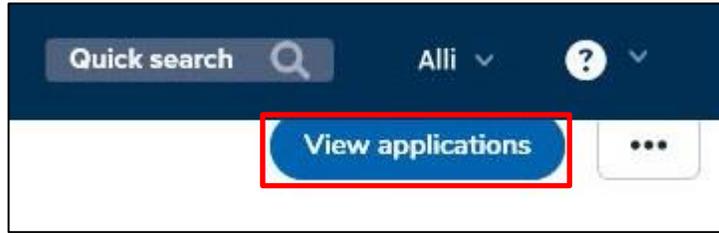
- Note: All positions that have been identified as researcher or research support roles should be moved to the status of **Request Clearance for Researcher Hire***. The hiring department will be notified by Core HR once the candidate has been cleared for offer.

Moving a Single Applicant

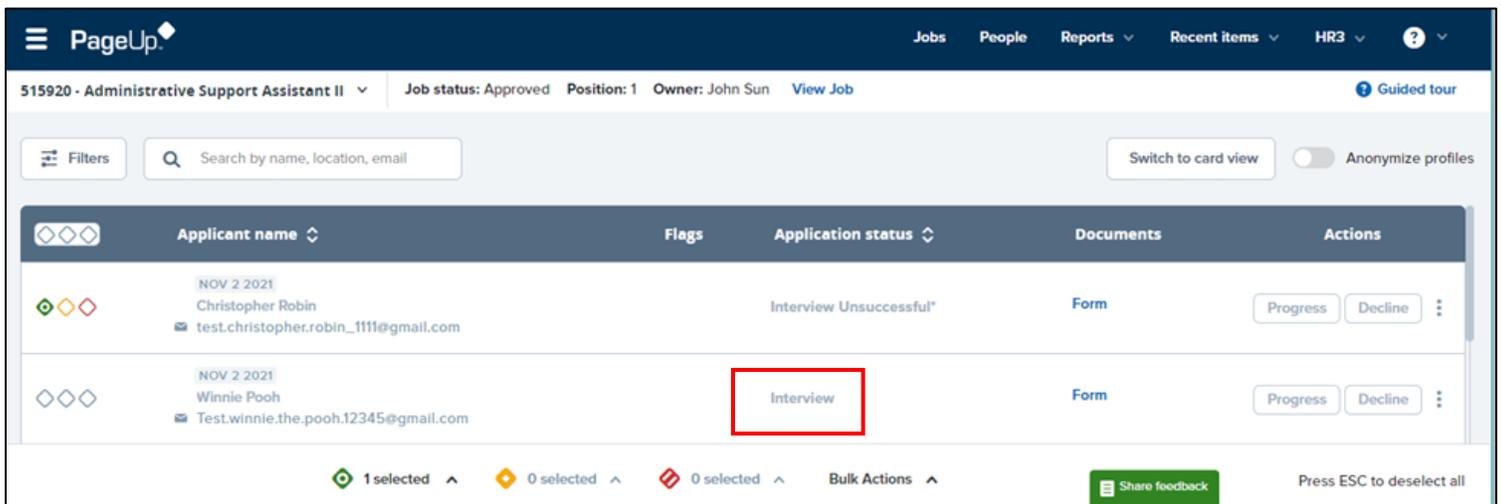
1. After logging into Careers at UF, select the **title** of the desired job requisition from the Dashboard



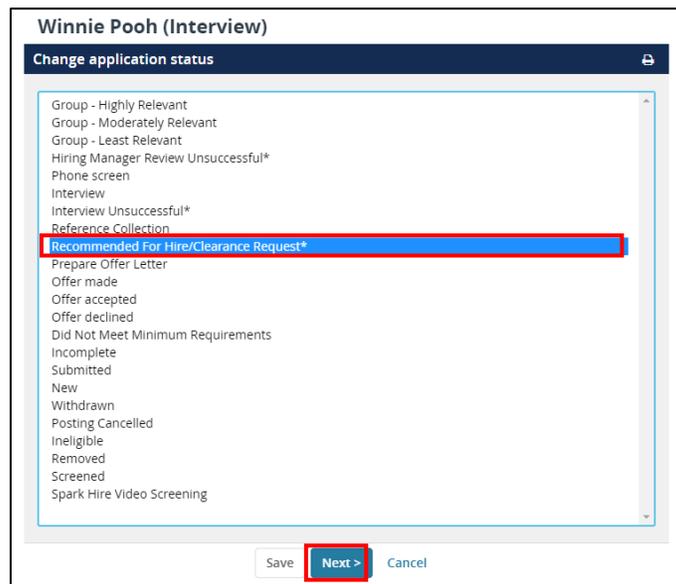
- Click the **View applications** button in the upper right corner of screen. This will display current applications for this particular job requisition



- Locate the candidate you wish to recommend for hire in the applicant pool
- From the List View, click on the **status** next to the applicant's name

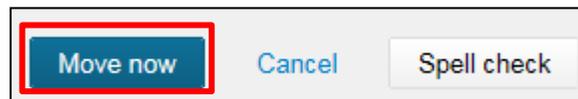


- Select the **Recommend for Hire*** or **Request Clearance for Researcher Hire*** status
- Click the **Next** button



7. Enter the applicant's UFID, if available, in the body of the email

8. Click the **Move Now** button



Applicants No Longer Being Considered:

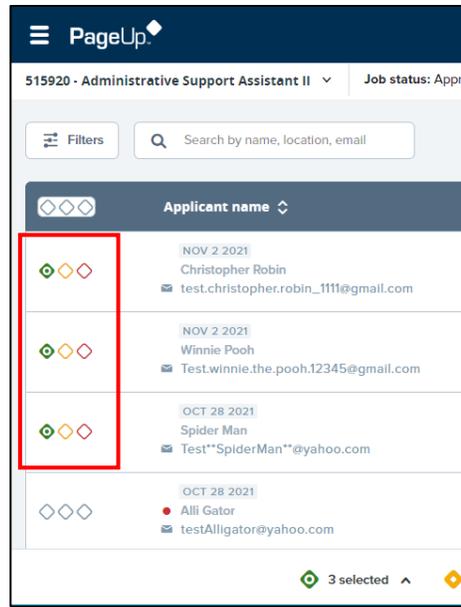
Applicants that are no longer being considered for a position can be moved to a terminal status at any time.

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.

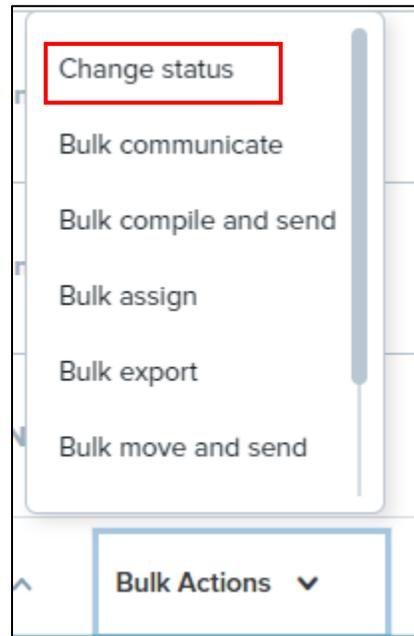
As a best practice, we recommend waiting until the first-choice candidate accepts the position before moving additional finalists to a terminal status. When placed in the **Hiring Manager Review Unsuccessful*** or **Interview Unsuccessful*** statuses, applicants receive an email informing them that they 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



3. Click on the **Select a bulk action** drop down
4. Select **Change status**



5. Select the Application status. For this example, the selection is **Hiring Manager Review Unsuccessful***

Bulk move

Bulk action status: 1 Applicant Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status: Select

- Select
- Group - Highly Relevant
- Group - Moderately Relevant
- Group - Least Relevant
- Hiring Manager Review Unsuccessful***
- Phone screen
- Interview
- Interview Unsuccessful*
- Reference Collection
- Recommended For Hire/Clearance Request*
- Offer made
- Offer accepted
- Offer declined
- New
- Posting Cancelled

Note: When an applicant is moved to a status with an (*), you must select **Yes** if you choose to send out an email. It is set at **No** by default.

From status: New

To status: Hiring Manager Review Unsuccessful*

Communication template: -- No template --

E-mail: Applicant Yes No

6. Review the Applicant Review Outcome email (If applicable)

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.



- Indicate reason for why the applicant was not selected in the **Hiring Manager Review Unsuccessful* reason** section

Hiring Manager Review Unsuccessful* reason

Please indicate the reason for selecting the hiring manager review unsuccessful* status:*

- Select
- Accepted another offer
- Application Falsification
- Background / Reference check requirements not met
- Company benefits unsatisfactory
- Continuing study
- Did not fit with company culture
- Did Not Meet Probationary Period
- Did Not Return Phone Call
- Did Not Show For Interview
- Does not fit job requirements
- Does not meet qualifications
- Less Relevant Experience
- Less Relevant Skills
- Level of experience
- Medical / Police check requirements not met
- Not aligned with career goals
- Not Eligible for Rehire
- Other
- Other candidates more suitable
- Personal reasons
- Position Canceled
- Position filled
- Remuneration unsatisfactory
- Rescinded Offer
- Salary Unsatisfactory
- Staying with current employer
- Travel requirements unsatisfactory
- Unable to relocate
- Visa requirements not met

- Click **Move Now** button

Move now Cancel Spell check

- 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.

- Click on the **status** next to their name

| Applicant name | Flags | Application status |
|--|-------|-----------------------------|
| NOV 2 2021 Christopher Robin test.christopher.robin_1111@gmail.com | | Group - Moderately Relevant |
| NOV 2 2021 Winnie Pooh Test.winnie.the.pooh.12345@gmail.com | | Offer made |

2. Select the **Offer Accepted*** status
3. Click the **Next** button

Winnie Pooh (Offer made)
Change application status

- Group - Highly Relevant
- Group - Moderately Relevant
- Group - Least Relevant
- Hiring Manager Review Unsuccessful*
- Phone screen
- Interview
- Interview Unsuccessful*
- Reference Collection
- Recommended For Hire/Clearance Request*
- Prepare Offer Letter
- Offer made
- Offer accepted**
- Offer declined
- Did Not Meet Minimum Requirements
- Incomplete
- Submitted
- New
- Withdrawn
- Posting Cancelled
- Ineligible
- Removed
- Screened
- Spark Hire Video Screening

Save **Next >** Cancel

4. Review the automatic email being sent to Core HR
Note: No additional information is necessary

Additional users from Job: Yes No

Additional users from Job

Core HR Hiring Manager
 Department Admin Reporting to Manager

Additional users from Offer

Core HR Offer Raised by
 Reporting to Manager

Other additional users

E-mail from:* jobinquiries@ufl.edu

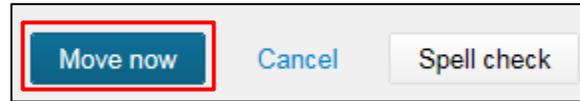
E-mail subject:* Offer Accepted- Requisition ready to be Filled

E-mail body:* Merge fields

{FIRSTNAME} {LASTNAME} has accepted for the position of {JOBTITLE}, job number {JOBNO}. Please fill the requisition at this time.

Thanks,
{DEPARTMENT}

5. Click the **Move Now** button



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

Additional Help

Further resources are available in the [Careers at UF toolkit](#).