Did you know...

What to do after the interview?

Following the interviews, ensure you return to the site to move the applicants into the next correct status. This is important, as the Applicant Tracking System will automatically generate emails to candidates based on the applicants’ status in the queue. The system will also automatically begin reference checking on applicants at the point in which they are coded as a Finalist. This step should only be taken for those applicants you are seriously considering as Finalists for your position.

Once your Finalist(s) have been determined and assigned, contact your designated HR Service Partner to have the mandatory background check and degree verification submitted. This will also trigger the references to be sent electronically.

Once you have identified your final candidate, move this individual into the Recommend for Hire status. If you have other finalists who would also be an acceptable candidate, should your first choice decline the position, leave this individual(s) as a finalist until the point your first recommendation formally accepts the position. Once an individual is marked as not hired, they will receive a declination email and keeping them in the finalist status pends this email until you are sure that the initial recommendation has accepted.

You are ready to start the Applicant Tracking Hiring Proposal!