

Hiring Manager Quick Reference Guide

Create a Requisition

1. Go to www.jobswithucf.com/hr
2. Log on
3. Create requisition **'From Template'**
4. Click drop down box next to Class Title to choose Class Title and then click **'Search'**
5. Click **'Create'** under the Class Title you selected
6. Complete Posting Details and click **'Continue To Next Page'**
7. To create guest user account, click **'Activate Guest User'** link. Username has already been created. Please create your password and click **'Continue To Next Page'**
If you do not want to create guest user account, click **'Continue to Next Page'**
8. If you want to edit the requisition, click **'Edit'** and you will go back to Posting Details, then repeat steps from Step 6.
9. Choose **'Posting Review'** then click **'Continue'**
10. Click **'Confirm'** to save the requisition

(Note: Once the requisition is submitted to HR, guest user can no longer be added/activated. Please contact HR-Employment for assistance.)

Review Applications *(Applications cannot be reviewed until the position is closed and released by HR)*

1. Log on
2. Click **'View Active'** under Job Posting if the active positions did not come up automatically
3. Click **'View'** under the position you want to review
4. Click **'View Application'** below applicants names to view applications
5. Click **'Change Status'** to change statuses for applicants.

(Note: For more details in changing applicants statuses, please refer to Change Applicants' Statuses section.)

Change Applicants' Statuses

For Not Hired – Not Interviewed Candidates

1. Click **'All'** link next to the Status column
2. Unclick the boxes of the applicants who were interviewed but not hired
3. Click **'Change Multiple Applicant Statuses'**
4. On top of the page (right below the title Change Applicant Status), there is a drop down box for Status. Click the drop down box and select **'Not Hired – Not Interviewed'**
5. Next to the Status drop down box, there is a Rationale drop down box. Click the drop down box and select an option. If you select **'Candidate(s) selected for interview had more:'** additional space will be provided for you to provide more information
6. When finished, click **'Continue To Confirm Page'**
7. Click **'Save Status Changes'** and the Not Hired – Not Interviewed candidates will change from active applicants to inactive applicants.

For Not Hired – Interviewed Candidates and Selected Candidate (Each candidate’s status is done separately.)

1. There is a ‘Change Status’ link for each candidate. Click ‘**Change Status**’ of each candidate to make the changes.
2. Repeat Step 4 to Step 6 above. (*Please make sure you choose the correct status and rationale for the applicants.*)
3. When finished, click ‘**Continue To Confirm Page**’
4. Click ‘**Save Status Changes**’ to save the changes

(Note: After all the statuses have been changed for all applicants, the selected candidate should be the ONLY candidate who is active and appear on your screen. If you want to look at both active and inactive applicants, check the boxes for active applicants and inactive applicants, then click ‘Refresh’.)

Hiring Proposal

1. Click ‘**Hiring Proposal**’ tab
2. Complete hiring proposal
3. Click “**Continue to next page**” or ‘**View Posting Summary**’ to save hiring proposal
4. If you want to edit, click ‘Edit’ link and make changes. Then repeat steps from Step 1. If not, choose ‘**Final HR Review**’

*(Note: Please **DO NOT** click ‘Printer-Friendly Version’ to print the Hiring Proposal. Please refer to the next section for more detail information.)*

5. Click ‘**Continue**’
6. Click ‘**Confirm**’ to submit the hiring proposal.

Print Hiring Proposal

1. Go to View Active page
2. Click ‘**Get Reports List**’ below the requisition number of the position you reviewed
3. Select ‘**Hiring Proposal**’
4. Click ‘**Generate Report**’
5. Print Hiring Proposal, get authorized signature, and submit to Human Resources.

Please submit the followings to HR:

- A signed employment application for the selected candidate
- Official Transcripts (required for candidates who have college credit reported on their application)
- A signed hiring proposal