Closing Out Recruitments

Use CATS to Document your Decision
Once the candidate has accepted the offer, you document the selection process and hiring recommendation in CATS. See the Selection and Closeout Process Flowchart for an overview of the process. There are four steps to “close out” a requisition/posting:

1. Finalize all applicant/interviewee statuses
2. Hire the selected candidate in the system
3. Attach documents to record hiring process details
4. Designate the position as Filled.

1. **Finalize all applicant/interviewee statuses**

From the Active Applicants screen, select **Change Status** link.

- **Final/Inactive Status for non-interviewed applicants** should be one of the following:
  - Minimum qualifications, not Interviewed – they met all the posted requirements but were not selected for interview
  - Not Qualified – the applicant did not meet all the minimum requirements
  - Interviewed No Show
  - Withdrew Before Interview or Withdrew After Interview
Completion of the **Selection Reason text box is required** for final statuses, and the reason(s) you list need to reference one of the posted requirements. See the guideline **Reasons for Non-Selection** for examples.

After applicant’s statuses are changed to a final status, their names do not show on the Active list. To see these applicants again, check the Inactive Applicants box and Refresh. You will see a separate list of Inactive Applicants below the Active Applicants list.

**Final Status for non-selected interviewees** should be one of the following:
- Interviewed, Not Selected
- Withdrew After Interview
- Job Offered, Declined

Completion of the **Selection Reason text box is required** for all interviewees and the reason(s) you list should reference one of the posted requirements. Be sure to SAVE all your entries before moving to the next page.

2. **Hire the Selected Candidate**

The first step is to change the selected applicant’s status to **Proposed for Hire**. On the **Active Applicants Tab**, select **Change Status** for the selected candidate, change the Status on the pull down menu to **Proposed for Hire**, and save. The **Begin Hiring Details** link now shows.

Click on **Begin Hiring Detail** to go to the **Complete Hiring Details for Job Description** screen.
Verify the Currently Selected Position listed on the screen and, if correct, click on the Start Action link under Hiring Recommendation for Job Description Listed Below.

Complete all required fields with red asterisks.

Complete the Hiring Recommendation screen noting the red asterisks for required fields. Click on Continue to Next Page to go to View Hiring Recommendation for Job Description Listed Below Summary. Hiring Manager sends the Hiring
Recommendation to the Departmental Approver. You will need to confirm your selection on the next screen.

The Departmental Approver clicks on the Search Hiring Details link on the blue menu on the left side of screen. A View Hiring Details screen comes up, click View under the Requisition Number. That link will bring them to the Hiring Recommendation which they will either (1) Approve or (2) Send to Employment and Staffing Services for special salary approval.
If the Departmental Approver sends to Employment for salary approval, Employment’s approval will “hire” the candidate in the system.

On the Applicant List, the Status for this applicant now shows as **Hired**. NOTE: When you want to hire two or more people for the same requisition you need to bring each selected candidate through to the Hired status before initiating another Hiring Recommendation.

3. **Attach documents to record hiring process detail**

On the Recruitment Documents tab attach documents to record the interview questions, search/selection committee members, any advertising/outreach placed by the department, and a copy of the offer letter sent to selected candidate.

4. **Designate the Position as Filled**

On the View Active Posting List, there is now a link for Designate Position as Filled. NOTE: When a position is designated as Filled, no further action (i.e., change start date or salary) can be taken on this requisition by the Hiring Manager, the Departmental Approver or Employment and Staffing Services. We recommend that this action not be taken until after the hire or transfer dates for all new hires have passed. When a position is designated as filled, all applicants are notified of their non-selection unless they are interviewed, have withdrawn, not shown up for Interview, or declined an offer. The name of the hired candidate will now show up on the position description in CATS.
After you designate a position as filled, the Status of the Position on the Position List shows as Filled, and you access the Requisition/Posting through the View Historical Status screen.

The closeout is now complete.