

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.

The screenshot shows the CATS - Classification/Applicant Tracking System interface. The main content area is titled "Active Applicants" and shows 4 records. A callout box points to the "Change Status" link in the "Status" column of the first record.

Name	Documents	Score	Date Applied	Status
O'Brien, Raymond View App	Cvr Ltr Res	0	10-30-2006	Hired
Richards, Shene View App	Cvr Ltr Res	0	11-01-2006	Manager Review Change Status
McCaskle, Dalila View App	Cvr Ltr Res	0	11-03-2006	Manager Review Change Status
Kennix, Germaine View App	Cvr Ltr Res	0	11-03-2006	Manager Review Change Status

Callout box: To change the status of one applicant, click the **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.

The screenshot displays the CATS - Classification/Applicant Tracking System interface. The header includes the University of California Office of the President logo and the text "It starts here". The main content area is a table listing applicants with the following columns: Name, View App, Cvr Ltr, Res, Score, History/Notes, and Manager Review/Change Status. The applicants listed are:

Name	View App	Cvr Ltr	Res	Score	History/Notes	Manager Review/Change Status
Fenceroy, Kassarine	View App	Cvr Ltr	Res	0	07-21-2006 History/ Notes	Manager Review Change Status
Walter, Justin	View App	Cvr Ltr	Res	0	07-26-2006 History/ Notes	Manager Review Change Status
Taylor, Demetrick	View App	Cvr Ltr	Res	0	07-26-2006 History/ Notes	Manager Review Change Status
Lee, Ka Yee	View App	Cvr Ltr	Res	0	07-26-2006 History/ Notes	Manager Review Change Status
Avila, Lenora	View App	Cvr Ltr	Res	0	07-27-2006 History/ Notes	Manager Review Change Status
Gordon, Paris	View App	Cvr Ltr	Res	0	07-28-2006 History/ Notes	Copied From P Change Status
Hill, LaTanya	View App	Cvr Ltr	Res	0	07-28-2006 History/ Notes	Proposed for Hire Begin Hiring Detail Change Status
Krivoy, Suzanne	View App	Cvr Ltr	Res	0	08-02-2006 History/ Notes	Manager Review Change Status
Watts, Pamela	View App	Cvr Ltr	Res	0	08-02-2006 History/ Notes	Manager Review Change Status

At the bottom of the table, there are buttons for "CHANGE MULTIPLE APPLICANT STATUSES" and "COPY FROM POOL". Below the table, there is a "Refresh" button and a "Minimum Score" input field. At the bottom right, there are buttons for "VIEW MULTIPLE APPLICATIONS" and "View Multipl".

A callout box points to the "Proposed for Hire" status and the "Begin Hiring Detail" link, with the text: "When Applicant's Status is changed to Proposed for Hire, Begin Hiring Detail appears as a link".

Click on **Begin Hiring Detail** to go to the **Complete Hiring Details for Job Description** screen.

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CATS - Classification/Applicant Tracking System

• Welcome **Linda McMullen**. You are logged in. Tuesday, October 3, 2006
Your Current Group: Administrator.

Complete Hiring Details for Job Description

Begin New Action

2 Records

Action

Hiring Recommendation for Job Description Listed Below
[Start Action](#)

Hiring Recommendation for Other Job Description
[Start Action](#)

Currently Selected Position

Below is the Position selected when this Posting was first created. To proceed with this Position, click the **Start Action** link with the appropriate choice above.

1 Record

Working Title	Title Code	Current Employee Last Name	Last Action
Personnel Specialist	7646	VACANT	Position Description Corrected

Verify the position to be Hired

Start Action

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**.

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CATS - Classification/Applicant Tracking System

• Welcome **Linda McMullen**. You are logged in. Tuesday, October 3, 2006
Your Current Group: Administrator.

Create Hiring Recommendation for Job Description Listed Below

Reports

[Formatted Job Description](#)

Hiring Details

[CONTINUE TO NEXT PAGE >>](#)

*Required information is denoted with an asterisk.

Requisition Number	20060144
* Employee First Name	LaTanya
* Employee Last Name	Hill
* Start Date	
* Recommended System	

Complete all required fields with red asterisks

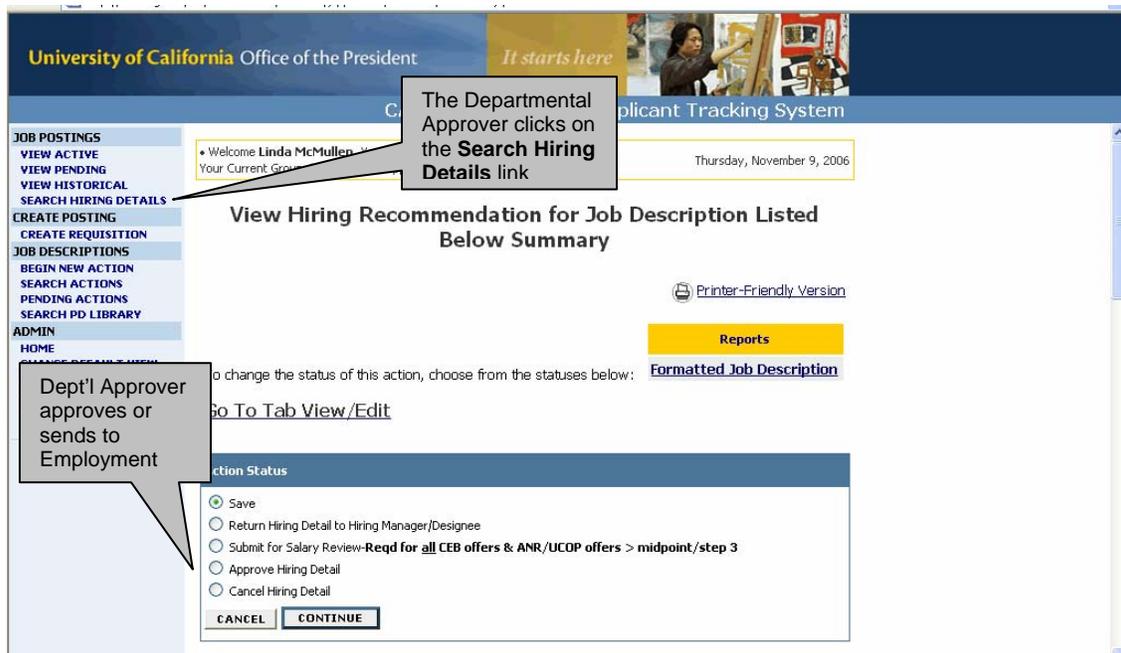
Done Internet

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

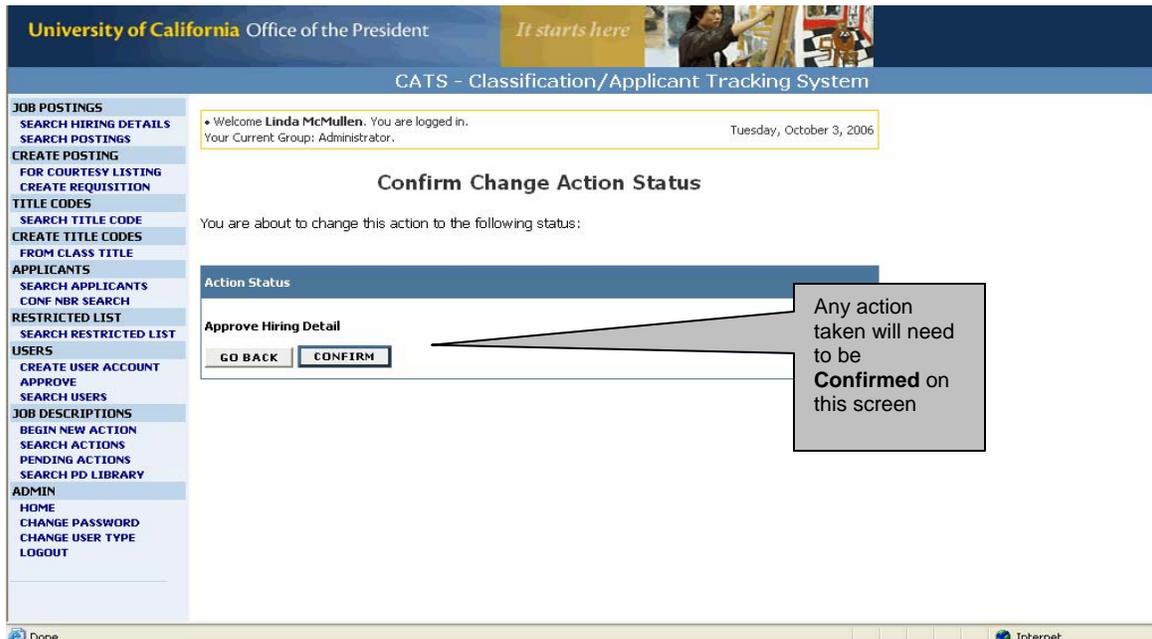
Recommendation to the Departmental Approver. You will need to confirm your selection on the next screen.



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.

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CATS - Classification/Applicant Tracking System

View	08-03-2006	Analyst II Get Reports List	17	Analyst II	0733	MSP	Perkins, Pamala	Budget Offc	Post		ANR Jobs-Send to Affirmative Action Review	
View	08-03-2006	Specialist (Functional Area) Get Reports List	8	Specialist (Functional Area)	0461	MSP	Williams-Perkins, Pamala	HR&B-Ret Plcy & Plng	Removed from Web	Cancel (Final)		Designate Position as Filled ANR Jobs-Send to Affirmative Action Review
		IT Resource Manager I Get Reports List	17	IT Resource Manager I				IR&C-Comp Op & Supp	Removed from Web	Cancel (Final)		Designate Position as Filled ANR Jobs-Send to Affirmative Action Review
View	08-03-2006	Personnel Specialist Get Reports List	14	Administrative Specialist	7646	P55-Uncovered	Williams-Perkins, Pamala	AA:AcadProg-UCP-Bks	Removed from Web	Cancel (Final)		Designate Position as Filled ANR Jobs-Send to Affirmative Action Review
		Director - Resource							Removed from Web	Cancel (Final)		Designate Position as Filled

Use Logout to exit the system

Click on Designate Position as Filled

Internet

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.