Update Applicant Status – Post-Interview

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click **Select an outcome** for each applicant and select the status identified by Search Committee
    Post-Interview: Preliminary Offer Decided, Reject, Withdrawn
Step 4: Click **Submit** button (top of grid)

Enter/Edit Post-Interview Evaluations

Note: Must Update Applicant Status prior to this step. **Do not select** option for **Overall Rating**.

Step 1: Select **Jobs requiring interview Evaluations** (*Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Enter post-interview comments in **Summary** field beginning with first interviewed applicant listed (highlighted in blue)
Step 4: Click **Save and Next** to mark as **Reviewed**
    ***Note:* Save and next** marks the applicant as reviewed and moves to the next applicant (blue highlight)
Step 5: Complete comments for all interviewed applicants.
    Note: When you have completed the last applicant click Save and previous to mark as reviewed
Step 6: Continue to next section to *Create Hire Request*

Create Hire Request

Note: Once a hire request is submitted, our business process does not allow users to update the request. All changes need to be submitted to your HR Specialist or Workforce@uconn.edu

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click selected candidate's name
Step 4: Click **Create Hire Request**
Step 5: Click **No** for *Special Payroll Employment Type*
Step 6: Update *Payroll Title* as needed
Step 7: Enter *Position Details*, using the calendar icon for dates
Step 8: Enter *Conditions of Employment*, using the calendar icon for date
Step 9: For Faculty hires, complete the *Faculty and Academic Management Hires* section (skip for all other hires)
Step 10: Complete **Affiliated Department** section if details apply (skip for all other hires)
Step 11 For Classified hires, complete the *Classified Hires* section (skip for all other hires)
Step 12: Select the applicable *Onboarding form*
Step 13: Select the applicable *Onboarding workflow*
Step 14: Type *Immediate Supervisor*'s name in the field, and click tab for field to fill in name and email address
Step 15: Enter up to 3 additional names for granting access to onboarding tasks: *Search Initiator/Onboarding Access, Onboarding Coordinator, and Onboarding delegate* (type name and click tab to fill in name and email)
Step 16: Skip *Offer Progress* section, the fields will be automatically updated by the system
Step 17: Enter *Comments*, if applicable
Step 18: Create Offer Letter:

a. Click **Merge** button and **OK** to save offer details (disable pop-up blocker for this site, as needed)
b. **Check box** to the left of applicable letter
c. Click **Merge,** view draft offer letter and update as needed
d. Click **Add document** to attach revised offer letter (from location outside PageUp; e.g. Q drive, desktop)

Step 19: Select *Approval Process*
Step 20: Click **Submit** for the hire request to enter the approval workflow

***Note:* Offer approval is required before moving forward with make online offer**