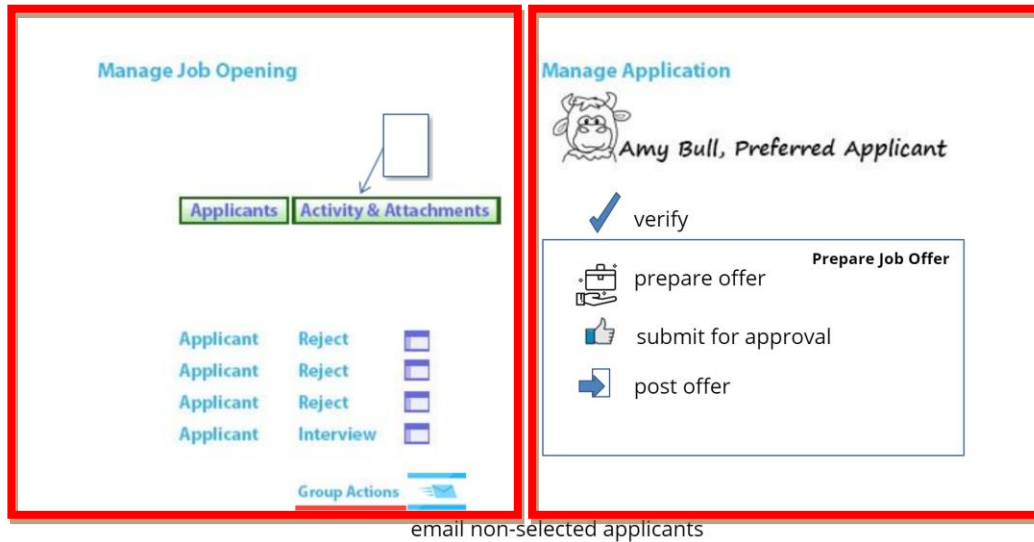


## Prepare Job Offer

This job aid will show you the steps to take when preparing a job offer. As an overview, we'll be jumping between two main pages, **Manage job openings** and the **Applicant page for the preferred applicant**, which also includes a **Prepare Job Offer** page.

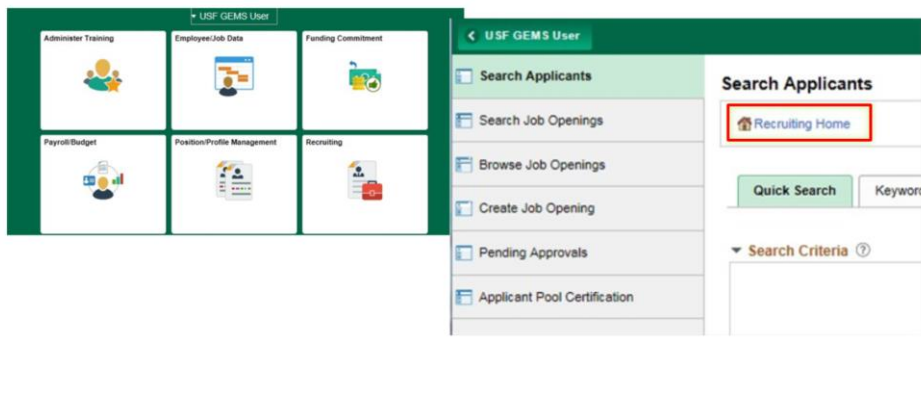


The process includes the following steps, which will be detailed throughout the rest of this job aid:

- View all of the applicants in the applicant tab and reject all but the preferred applicant.
- Verify items in the preferred applicant's applicant page
- Attach documents for approval in the activity & attachments tab.
- Prepare the job offer by adding offer components, a start date, and expiration date
- Submit for approval
- Once approved, post the offer letter
- Once the applicant accepts, make sure all other dispositions are changed
- Finally, Send emails to the applicants not selected.

## Navigation

Access the job opening from the USF GEMS user menu by clicking the Recruiting tile, then “Recruiting Home”



You can search for a job opening using the quick links at the left or use the My job openings pagelet. In this case, we'll click the Training Support Specialist opening.

The screenshot shows the 'Recruiting Home' page. On the left, there is a 'Quick Links' sidebar with options: Browse Job Openings, Search Job Openings, Create Job Opening, and Pending Approvals. The main area is titled 'My Job Openings' and contains a table of job openings. The table has columns for Job Opening, Recruiting Location, Category, Days Open, No Action Taken, and Total Applicants. The row for '5050 - Training Support Special...' is highlighted in yellow.

Job Opening	Recruiting Location	Category	Days Open	No Action Taken	Total Applicants
5047 - Training - Clerical and...	USF Tampa		12	3	5
5048 - Training Support Assist...	USF Tampa		12	4	5
5050 - Training Support Specia...	USF Tampa		12	0	5
5045 - Temp-Training Support A...	USF Tampa		26	0	7
5046 - Temporary Office Assist...	USF Tampa		26	2	7
5042 - A Administrative Clerks...	USF Tampa		32	0	6
5043 - Training - Clerical and...	USF Tampa		32	1	6
4928 - Assistant Director	USF Tampa		49	15	49
4418 - Communications & Market...	USF Tampa		110	0	40
3907 - Instruct/Multimedia Dev...	USF Tampa		175	0	45

## View all Applicants

Here we see that the applicants have been reviewed and three were interviewed. One of the applicants, Bob Bull, was interviewed but accepted another position at USF. His status was automatically changed to “Hold” by the system, making him unavailable to hire for this position. In this example, we would need to change Charles Bull to a status of “Reject” before moving forward.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Job Opening ID 5050  
 Job Posting Title Training Support Specialist  
 Job Code 1110 (Training Support Specialist)  
 Position Number 00007452 (Training Support Specialist)

Status 010 Open  
 Business Unit USFBU (USF Business Unit)  
 Department 0-4601-000 (Innovative Education)  
 Job Family STF (Staff)

Applicants | Activity & Attachments | Details

All (5)	Applied (0)	Reviewed (0)	Screen (1)	Route (0)	Interview (2)	Offer (0)	Hire (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject	Pr
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject				
<input type="checkbox"/>	Bob Bull	76712	External	Hold				
<input type="checkbox"/>	Charles Bull	76713	External	Interview				
<input type="checkbox"/>	Amy Bull	76711	External	Interview				
<input type="checkbox"/>	Donna Bull	76714	External	Reject				

Select All | Deselect All | Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Once we have rejected all other applicants, use the phase bar to verify there are no applicants at “applied, reviewed” or “interviewed.” In this example, we can now start the process for Amy Bull.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Job Opening ID 5050  
 Job Posting Title Training Support Specialist  
 Job Code 1110 (Training Support Specialist)  
 Position Number 00007452 (Training Support Specialist)

Status 010 Open  
 Business Unit USFBU (USF Business Unit)  
 Department 0-4601-000 (Innovative Education)  
 Job Family STF (Staff)

Applicants | Activity & Attachments | Details

All (5)	Applied (0)	Reviewed (0)	Screen (1)	Route (0)	Interview (1)	Offer (0)	Hire (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject	Pr
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject				
<input type="checkbox"/>	Bob Bull	76712	External	Hold				
<input type="checkbox"/>	Charles Bull	76713	External	Reject				
<input type="checkbox"/>	Amy Bull	76711	External	Interview				
<input type="checkbox"/>	Donna Bull	76714	External	Reject				

Select All | Deselect All | Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

We contact her and let her know she is our preferred applicant, pending approval by the Division of Human Resources. We discuss salary and possible starting dates and let her know we must secure professional references, including one from a current or recent supervisor.

## Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Job Opening ID 5050  
Job Posting Title Training Support Specialist  
Job Code 1110 (Training Support Specialist)  
Position Number 00007452 (Training Support Specialist)

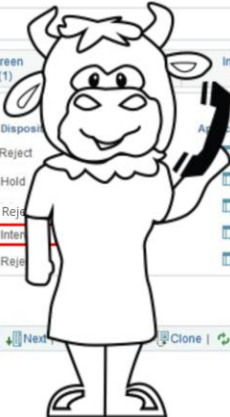
Status 010 Open  
Business Unit USFBU (USF Business Unit)  
Department 0-4601-000 (Innovative Education)  
Job Family STF (Staff)

Applicants | Activity & Attachments | Details



All (5)	Applied (0)	Reviewed (0)	Screen (1)	Interview (1)	Offer (0)	Hire (0)		
Applicants								
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject	Print
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject				
<input type="checkbox"/>	Bob Bull	76712	External	Hold				
<input type="checkbox"/>	Charles Bull	76713	External	Reject				
<input type="checkbox"/>	Amy Bull	76711	External	Interview				
<input type="checkbox"/>	Donna Bull	76714	External	Reject				

Select All | Deselect All | Group Actions



Return | Recruiting Home | Search Job Openings | Previous | Next | Clone | Refresh | Add Note | No Category



## Documentation



Job offer documents for the selected applicant(s) must be uploaded to the job opening as a single file (PDF).



All other related recruitment documents must be uploaded to the job opening as a separate supplemental file (PDF).


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As with all recruitments, we must attach required documentation before submitting the offer for approval.

Recruitment documents should be uploaded separated into two groups:

- Job offer documents for the selected applicant(s) must be uploaded to the job opening as a single file (PDF).
  - All other related recruitment documents must be uploaded to the job opening as a separate supplemental file (PDF).
- o Please refer to the Recruiting and Hiring Procedure for additional details.

## Document Examples



**Common Attachments**

- Interview questions
- Scanned document of interview notes
- Employment verification
- Employment references
- Degree verification
- EEO summary signed by EOL
- \*Faculty recruitments additional
  - meeting minutes

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Common attachments include:

- List of interview questions
- Scanned document of all interview notes taken during all interviews
- Employment verification
- Employment references
- Degree verification, (if required to meet minimum qualifications),
- The EEO summary signed by the EOL

Faculty recruitments require additional attachments, such as minutes of the search committee meetings. Your college faculty administrator can provide guidance. Remember, you can add attachments at any time during the recruitment.

## Attach Documentation

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Job Opening ID 5950  
Job Posting Title Training Support Specialist  
Job Code 1110 (Training Support Specialist)  
Position Number 00007452 (Training Support Specialist)

Status 010 Open  
Business Unit USFBU (USF Business Unit)  
Department 0-4601-000 (Innovative Education)  
Job Family STF (Staff)

Applicants | Activity & Attachments | Details

All (5)	Applied (0)	Reviewed (0)	Screen (1)	Route (0)	Interview (2)	Offer (0)	Hire (0)
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject			
<input type="checkbox"/>	Bob Bull	76712	External	Hold			
<input type="checkbox"/>	Charles Bull						
<input type="checkbox"/>	Amy Bull						
<input type="checkbox"/>	Donna Bull						

File Attachment

Choose File | No file chosen

Upload Cancel

Return | Recruiting Home | Create New | Clone | Refresh | Add Note | No Category

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This is done in the Activity and Attachments tab. We can add attachments by clicking Add Attachment and following the upload screens.

## Save Attachments

Save every time you add attachments.

pending Approval | New Authorization

Searches

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

Add Note

File Name	Description	Audience	Updated
ABull_Degree_Verification.docx	ABull_Degree_Verification.docx		02/05/2019
ABull_Employment_References-all.docx	ABull_Employment_References-all		02/05/2019
ABull_EmployVerification.docx	ABull_EmployVerification.docx		02/05/2019
Interview_notes-all_interviews.docx	Interview_notes-all_interviews		02/05/2019
Interview_questions.docx	Interview_questions.docx		02/05/2019
Job_posting_descr_with_qualifications.docx	Job_posting_descr_with_qualifications		02/05/2019
EEO_Summary_10181_EMA.pdf	EEO_Summary_10181_EMA.pdf		09/11/2018

Add Attachment

Expenses

No Expenses have been added to this Job Opening.

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After the attachments are added as seen here, scroll to the top of the page and click "save." Remember to save every time you add attachments.

## Start Offer

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Job Opening ID 5050  
Job Posting Title Training Support Specialist  
Job Code 1110 (Training Support Specialist)  
Position Number 00007452 (Training Support Specialist)

Status 010 Open  
Business Unit USFBU (USF Business Unit)  
Department 0-4601-000 (Innovative Education)  
Job Family STF (Staff)

Applicants | Activity & Attachments | Details

All (5)	Applied (0)	Reviewed (0)	Screen (1)	Route (0)	Interview (2)	Offer (0)	Hire (0)
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject			
<input type="checkbox"/>	Bob Bull	76712	External	Hold			
<input type="checkbox"/>	Charles Bull	76713	External	Interview			
<input type="checkbox"/>	Amy Bull	76711	External	Interview			
<input type="checkbox"/>	Donna Bull	76714	External	Reject			

Select All | Deselect All | Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

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Back on the Applicants tab, we can start the job offer for Amy Bull by clicking her application icon.

## Other Actions Menu

Manage Application

Return | Recruiting Home | Search Applications | Previous | Next | Add Applicant Note | Refresh

Applicant

Name Amy Bull  
Applicant ID 76711  
Applicant Type External Applicant  
Status 010 Active  
Jobs Applied 7

Preferred Contact  
Phone 813-000-1000  
Email abull@email.com  
Address 100 USF Dr  
Tampa, FL 33612  
Hillsborough

Job Opening

Job Opening ID 5050  
Job Posting Title Training Support Specialist  
Job Code 1110 (Training Support Specialist)  
Recruiter  
Hiring Manager  
Salary Range 30,000.000000 to 36,000.000000 USD/Year

Process Application

Disposition 060 Interview  
Reason  
Date 09/09/2019

Mark Reviewed | Route | Interview | Reject | Other Actions

Application and Resume | Questionnaire | Notes

Personal Information

POI Type Unknown  
Eligible to Work in U.S.  
Are you a former employee No  
Previous Termination Date

Preferences

Attachme  
File name  
Copy and Pasted Resume  
Work Experience

Prepare Job Offer  
Edit Application Details  
Edit Disposition  
Amy Bull Resume  
Recruiting Actions  
Applicant Actions

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The job offer steps are done in the process application section of the application by Clicking the **Other Actions drop-down**, then click **Recruiting Actions > Prepare Job Offer**.

## Prepare Offer Page

Prepare Job Offer

Return | Recruiting Home

Posting Title: Training Support Specialist  
Job Opening Status: 010 Open  
Job Title: Training Support Specialist  
Applicant Name: Amy Bull

Job Opening ID: 5050  
Business Unit: USF Business Unit  
Position Number: Training Support Specialist  
Applicant ID: 76711

**Offer Details**

Job Opening: 5050 Training Support Specialist  
Position Number: 00007452 Training Support Specialist  
Job Code: 1110 Training Support Specialist  
Hiring Manager: [Search]  
Recruiter: [Search]  
Status: 005 Pending Approval  
Reason: [Dropdown]  
Created By: Sam Smart

Business Unit: USFBU  
Offer Date: [Date]  
Start Date: [Date] ←  
\*Offer Expiration Date: [Date] ←

Applicant Type: External Applicant  
Registered Online: Yes  
Preferred Contact: Email  
 Notify Applicant

**Job Offer Components**

*Component	*Offer Amount	Payment Mode	Currency	Frequency
[Dropdown]	[Text]	[Dropdown]	[Dropdown]	[Dropdown]

Add Offer Component ←

Recommended Salary Range: [Dropdown]

Notes to Applicant: [Text Area] Find | View All First 1 of 1 Last

**Offer Letter**

Letter: [Dropdown] [Red X]  
Generate Letter [Button] Upload Letter [Button]

**Offer Attachments**

No attachments have been added to this offer. [Red X]  
Add Applicant Attachment [Button] Add Attachment [Button]

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The Prepare Job Offer opens. Remember that the job offer must be approved by HR before you can extend the offer, so do not create a letter of offer yet.

- **Step one:** decide on the start date and the offer expiration date. The offer expiration date cannot be later than the start date as the applicant will need to accept the offer before beginning work.
- **Step two:** add the offer components. Do not use the “Add Applicant Attachment” or the “Add Attachment” buttons. The “Upload Letter Button” will be active upon approval from DHR, allowing you to upload your offer letter.



## Add and Submit

The screenshot shows a web application interface for managing job offers. The main content area displays details for Job Opening ID 5050, Business Unit USFBU, and Position Number Training Support Specialist. Key fields include Offer Date (09/09/2019), Start Date (10/15/2019), and Offer Expiration Date (10/15/2019). A dropdown menu is open, showing options: Save as Draft, Submit for Approval (highlighted with a red box), Post, Unpost, Add Revised Offer, Delete Offer, and Edit Offer. A blue arrow points to the 'Submit for Approval' option. Below the menu, there are sections for Offer Letter and Offer Attachments. The bottom of the page features a navigation bar with 'Find | View All' and 'First 1 of 1 Last'.

After adding a start date, offer expiration date and base salary for the job offer component, you may save it as a draft or submit it for approval. We will Submit for approval.

The screenshot shows the 'Prepare Job Offer' interface. A message pop-up is displayed in the center, stating: 'Message: You have successfully saved Amy Bull's job offer. (0/0)'. The background interface shows details for Job Opening ID 5050, Position Number 0007452, and Job Code 1110. The status is '006 Pending Approval'. The 'Job Offer Components' table is visible, showing a component for 'Base Salary - Bi-weekly' with an offer amount of 1200.000000, cash payment mode, and USD currency. The bottom of the page features a green navigation bar with the text 'UNIVERSITY OF SOUTH FLORIDA'.

We'll get a pop-up screen that the job offer has been saved and is in the workflow for approval by the Department HR Rep.

## Approvals Tab

The screenshot shows the 'Prepare Job Offer' page for a Training Support Specialist position. The 'Approvals' tab is highlighted with a red box. The page displays various offer details, including job opening information, hiring manager, and offer components. A table of job offer components is visible, showing a base salary of 1200.000000 USD on a bi-weekly basis. The 'Offer Letter' section shows a letter for 'Curr EE-Staff Admin Stand Temp' with buttons for 'Generate Letter' and 'Upload Letter'. The 'Offer Attachments' section is empty.

Next, submit or approve by clicking the Approvals tab on the page.

## Submit for approval

The screenshot shows the 'Prepare Job Offer' page with the approval workflow visible. The 'Approvals' tab is highlighted with a red oval. The workflow shows a 'Pending' status for 'Dept HR Rep/Central HR'. The 'Submit' button is highlighted with a red box, and the 'Approve' button is crossed out with a red X. The 'Comments Text' field contains the text: 'I have attached the required documentation: Verifications of employment and degree, references, etc.'

The job offer requires two levels of approval - the department HR Rep and Central HR. If you are creating this as a Department Initiator, the "Approve" button is missing and you would click "submit" to move it into the Department HR Rep's workflow. You can click the green plus sign to add an inserted approver just as you did with the job opening. In this case, we are a Department HR Rep, and have the

option to approve or deny so we'll click "Approve."

## ***Approved***

Prepare Job Offer Saved

[Return](#) | [Recruiting Home](#)

Posting Title Training Support Specialist Job Opening ID 5050  
Job Opening Status 010 Open Business Unit USF Business Unit  
Job Title Training Support Specialist Position Number Training Support Specialist  
Applicant Name Amy Bull Applicant ID 76711

Offer Details ?

Offer Details Approvals

**Dept HR Rep/Central HR**

Job Offer: Pending View/Hide Comments

Dept HR Rep/Central HR

Approved ✓ Rocky P...  
Dept HR Rep  
05/05/2019 - 1:55 PM

Pending ⌚ Multiple Approvers  
Central HR

Comments

Submit

Comments Text

How long? ⌚ 2-3 days

[Return](#) | [Recruiting Home](#)

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The approval status for the Department HR Rep is now showing approved. Comments that have been added can be seen by clicking the small arrow next to comments. The approval request is now in the workflow queue for Central HR. How long does this approval take? Assuming all required documentation is attached, the Central HR review typically takes two-three business days. Once approved by Central HR, an email notification of the approval is generated to the department.

## Notification of Approval



Once you receive an email that the job offer has been approved, you can create the offer letter, upload it, and post it to the applicant.

## Offer Phase

Manage Job Opening

Job Opening ID 5500  
Job Posting Title Training Support Specialist  
Job Code 1110 (Training Support Specialist)  
Position Number 00007452 (Training Support Specialist)

Status: 010 Open  
Business Unit USFBU (USF Business Unit)  
Department 0-4501-000 (Innovative Education)  
Job Family STF (Staff)

All (5)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (1)	Hire (0)
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject			
<input type="checkbox"/>	Bob Bull	76712	External	Hold			
<input type="checkbox"/>	Charles Bull	76713	External	Reject			
<input type="checkbox"/>	Amy Bull	76711	External	Offer			
<input type="checkbox"/>	Donna Bull	76714	External	Reject			

**All applicants not being hired need to be at a status of Reject**

Back in the Manage Job Opening applicants tab, Amy Bull's disposition is now "Offer." The system automatically changed the status from Interview to offer, once the final approval was granted. Notice in the phase bar that we have a total of five applicants and one at "Offer." All applicants not being hired need to be at a status of Reject. Applicants changed to "Hold" by the system do not need to be changed.

Using the phase bar to verify there are no applicants at applied, reviewed or interview, we can continue with Amy Bull's offer process by clicking her application icon.

## Offer Letter

The screenshot displays the 'Manage Application' interface for Amy Bull. The 'Process Application' section shows a disposition of 'Offer' dated 09/09/2019. A dropdown menu for 'Other Actions' is open, highlighting 'Prepare Job Offer'. The 'Offer' tab is also visible in the 'Application and Resume' section.

Applicant		Job Opening	
Name: Amy Bull	Preferred Contact: Email	Job Opening ID: 5050	
Applicant ID: 76711	Phone: 813-000-1000	Job Posting Title: Training Support Specialist	Busin
Applicant Type: External Applicant	Email: abull@email.com	Job Code: 1110 (Training Support Specialist)	Dep
Status: 010 Active	Address: 100 USF Dr Tampa, FL 33612 Hillsborough	Recruiter:	4
Jobs Applied: 7		Hiring Manager:	Position
		Salary Range: 30,000.000000 to 36,000.000000 USD/Year	Jo

**Process Application**

Disposition: 070 Offer

Reason:

Date: 09/09/2019

**Application and Resume** | Questionnaire | Note | Offer

**Personal Information**

POI Type: Unknown

Eligible to Work in U.S.:

Are you a former employee: No

Previous Termination Date:

**Preferences**

**Recruiting Actions**

- Prepare Job Offer
- Edit Application Details
- Edit Disposition
- Attachment
- File Name
- Copy and Pasted Resume
- Work Experience

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There is now an "Offer" tab on the application. The "Offer" tab can be used to view what has been done, but we do not take any action in there. To prepare the offer letter, we would open the offer the same way it was created. In the process application section, click "Other Actions, Recruiting Actions, Prepare job offer."

## Offer Letter

Position Number Training Support Specialist  
Applicant ID 76711

Find | View All First 1 of 1 Last

Training Support Specialist  
Training Support Specialist  
Training Support Specialist

Business Unit USFBU  
Offer Date 09/09/2019  
Start Date 10/15/2019  
Offer Expiration Date 10/15/2019  
Applicant Type External Applicant  
Registered Online Yes  
Preferred Contact Email  
 Notify Applicant

Save as Draft  
Submit  
Post  
Unpost  
Add Revised Offer  
Delete Offer  
Edit Offer  
Accept Offer  
Reject Offer

Payment Mode Currency Frequency  
Cash USD Biweekly

Find | View All First 1 of 1 Last

Offer Letter  
Letter Curr EE-Staff Admn Short Term Date Printed 09/09/2014  
Upload Letter Email Applicant

Attachments

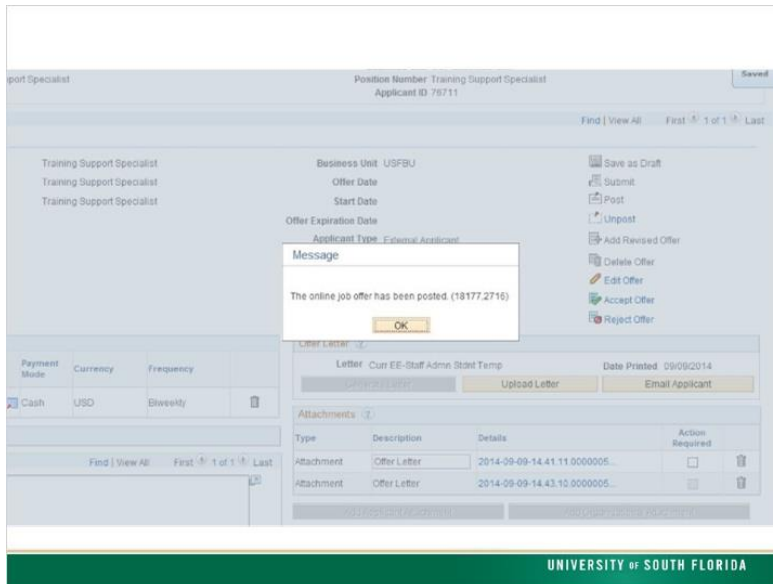
Type	Description	Details	Action Required
Attachment	Offer Letter	2014-09-09-14 41 11.0000005...	

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The job offer opens. We check it for accuracy and to be sure all required information such as start date and offer expiration dates are there. If anything needs to be changed, we will have to click "Edit Offer," make the changes, then submit for approval. In this case, everything is good and we are ready for the last two steps; Upload the letter of offer. Then post the offer to the applicant. this is done by clicking "Upload Letter."

In this example, We have already created the offer letter, using the templates found on the HR site under "HR Forms," and have saved it to our computer. Click the "Upload" button and upload just like any other document. The letter of offer we just attached appears. The description field for this offer letter can be edited. Now it's time to post the offer to the applicant. Since the notification is sent via email, make sure the "Notify Applicant" box is checked. Then, click "Post."

## Verify and Post Offer



The verification page opens. Click “ok.”

The offer has been posted, or extended, to the applicant. The “Post” button is now inactive. Under rare circumstances, you might need to unpost, revise or delete an offer. Rely on your DHR recruiters for guidance on these actions.

## Notify Applicant



The job offer has been posted to the applicant and a system-generated email sent. However, we recommend that you call the applicant and let them know the job offer

is available. The applicant should log into the Careers@USF applicant system just as they did when they applied for the job. They will see a job offer in their notification area and can accept the offer online.

## Offer Accepted

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Job Opening ID: 5050      Status: 010 Open  
Job Posting Title: Training Support Specialist      Business Unit: USFBU (USF Business Unit)  
Job Code: 1110 (Training Support Specialist)      Department: 0-4501-000 (Innovative Education)  
Position Number: 00007452 (Training Support Specialist)      Job Family: STF (Staff)

Applicants    Activity & Attachments    Details

All (5)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (1)	Hire (0)
Applicants (5)    Personalize   Find   View All							
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject
<input type="checkbox"/>	Amy Bull	76711	External	Accepted			
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject			
<input type="checkbox"/>	Charles Bull	76713	External	Reject			
<input type="checkbox"/>	Bob Bull	76712	External	Hold			
<input type="checkbox"/>	Donna Bull	76714	External	Reject			

Select All    Deselect All    Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Background Check

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After the applicant accepts the offer, the system changes the applicant disposition to "Accepted." All other applicants are at a status of "Reject" or "Hold." At this point, you can kick off the background check and start preparing for the arrival of your new employee.

If the job opening only had one target opening, the rest of the applicants will change to "Hold," not allowing you to hire another applicant. Applicants that have been rejected will remain at a status of "rejected."



## Email Non-selected Applicants

The screenshot displays the 'Manage Job Opening' interface for Job Opening ID 5050. The job title is 'Training Support Specialist' with Job Code 1110 and Position Number 00007452. The status is '010 Open'. The interface includes a navigation bar with options like 'Return', 'Recruiting Home', 'Search Job Openings', 'Previous', 'Next', 'Create New', 'Clone', 'Refresh', 'Add Note', and 'No Category'. Below the navigation bar, there are tabs for 'Applicants', 'Activity & Attachments', and 'Details'. The 'Applicants' tab is active, showing a table of applicants with columns for 'Select', 'Applicant Name', 'Applied', 'Reviewed', 'Screen', 'Route', 'Interview', 'Offer', and 'Hire'. The table lists five applicants: Army Bull, Elizabeth Bull, Charles Bull, Bob Bull, and Donna Bull. A 'Message' dialog box is overlaid on the table, displaying the text: 'Your correspondence has successfully been sent to the selected applicants: (0,0)'. At the bottom of the interface, there is a footer with the text 'Need help composing a message? Ask your recruiting team in HR.' and the 'UNIVERSITY OF SOUTH FLORIDA' logo.

Now that you have chosen and hired an applicant, use the send correspondence function to notify rejected applicants that the job has been filled. We recommend you contact the applicants you interviewed with a personal email or phone call.

Make sure all of your rejected applicants have check boxes, click "Group Actions" at the bottom of the listing. In the menu that opens, click "Applicant Actions." Then click "send correspondence." Add a subject line and your message. Need help composing a message? Ask your recruiting team in HR. Click "send." Your email has been sent. Each applicant will receive a customized email. This small gesture is greatly appreciated by our applicants.