

3. Click on the recent job and open the **Candidate** tab to view all candidates for the posting.

lecruiting	Start Date 07	08/2019 - 1 day ago				C	Christopher Kitts					
Target Hire	Date 02	08/2019 - 1 day ago					Vicente Mataian		1		0 1	
Primary Lo	ation 0	Bannan Engineering				6	Recube		Review		Interviewing Offered	
Overview	Candidat	n Details	Organizations	Job Postin	21							
AL	ctive Candida	es Await	ing Action	Extend	Wy Search							
1								1	1			
Review		50	reen		Intervi		Reference Check	Offer	Background	l Check	Ready for Hire	
2 terrs							Overview Contact Experience	Resume			\overline{v}	sh 🖽
	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Previous Worker (Salf- Identified)	Current/Former Student (Self-Identified)	Current Title	Current Company	Resume	Source	App
	Candidate • Gustave Thompson (C7)	Step / Disposition Background Check	Awaiting Me	Analing Action	Date Applied 07/08/2019	Previous Worker (Salf- Identified)	Current/Former Student (Self-Identified) Nin I have not attended SOU as a student and I am not former SOU Student	Current Title FIELD RESEARCH ASSOCIATE	Current Company XYZ	Resume	Source Job Board Linkedin	An
	Candidate • Gustare Thompson (C7) Torn Ford (C9)	Step / Disposition Background Check Extend Offer	Assailing Me	Assating Action 6	Date Applied 07/08/2019 07/08/2019	Previous Worker (Salt- Identified)	Current/Former Shudent (Self Meet/field) Nis, I have not attended SO3 as a student and I am not former SO3 Shudent Nis, I have not attended SO2 as a student and I am not former SO3 Shudent	Current Title FIELD RESEARCH ASSOCIATE Clinical Research Associate	Current Company XVZ Green Care International	Resume	Source Job Board -> Linkedin Job Board -> CAL, Jobs	Am

- 4. Click on the name to view detailed profile of the applicant.
- 5. In order to move candidates in the workflow, click on the **Move Forward** and select what is applicable.

nne Mahacek (Internal) (C8) Actions	
or: R5 Research Associate	
Action Required Review	
Source SQU. University Promotion/Transfer -> SQU. University Promotion/Transfer	
Overview Recruiting History Screening Interview Questionnaire Results Attack	ments Personal Notes Employment Offer Reminders
Overview Candidate Communication	
Experience	Websites
none entered	none entered
	Skills
	none entered
	Education
	Education
	name entered
	none entered

6. If the candidate needs to be removed from the active list, then click on **Decline** and select the applicable reason

Source SCU: University Promotion/Transfer -> SCU: University Promotion/Transfer					Vipasha Mahaji
					Recruiter
Overview Recruiting History Screening Interview Questionnaire Results	Attachments	Personal Notes	Employment Offer	Reminders	
<u>^</u>					
Overview Candidate Communication					
Experience			Websites		
none entered			none entered		
			Skills		
			none entered		
			Education		
			none entered		
Other candidate selected - Less relevant education, job experie	nce, certification(s), or lic	ense(s) than other app	icants		
Incomplete or late application			Language	5	
Candidate Withdrew			none entered		
Candidate passively withdrew / did not return emails or calls					
Less relevant education, job experience, certification(s), or licer	nse(s) than other applicar	its	Candidate	Information	
During the interview the candidate did not demonstrate adequa	ate communication and/o	r interpersonal skills	Added By A	nne Mahaoek	
Not knowledgeable about the University or the University's miss	sion				
Demonstrated unprofessional demeanor during interview			Add to F	Prospects	
Unwilling or unable to relocate					
Search/requisition canceled	or job already filled				
Candidate bired for another inh	or pop arready filled				
consistent internet and and put					

- 7. After the reference checks, click on **Extend Offer**.
- 8. A task will be waiting in your inbox to provide offer details, hire date, end date for fixed term positions.



Actions (1) Archive	Initiate Offer for Anne Mahacek (Internal) (C8) and R5 Research Associate and	☆ 🖶 © ご
Veving AB v Ently Nevent v V v schend Offer: Anne Mahacok (Internal) - RS Research associate (CB) 2 second(s) ago	Start~	
	Details Monton + 1015-000 Nor Incon Inconferences Inconferences Descritory Descritory	8
	Proposition from	
	Job Details Jaa Nufa ABIOE: Amount Associate	

- 9. After you click **Submit**, the Compensation Analyst receives a task to provide offer recommendation.
- 10. After the recommendation, you will receive a task to approve the salary offer and to extend the verbal offer

Inbox	
Actions (1) Acchive Venerg AI V Soft By Resett V V Extend Vendo If Ceff or Use Applications.new Mikhaek (Internal) - ISB Research Associate (CB) 4 second(1) app	Complete To Do Extend Verbal Offer Imme 4 second() spo For Anno Markova (Internat) - 85 Research Associate (20) Doral Process abd Application: Anno Markova (Internat) - 85 Research Associate (20) on 87/28/2019 Ownell Process bio Process Extension Please discuss details of offer and extend whole offer to consolidate. If accepted, please Morror 18 of the target start date. Xour can update the status of the webuil offer by accessing the candidate profile > Actions- Candidate Actions- Set Offer and Employment Agreement Status.

- 11. Once the verbal is accepted, please add the **start date** in the comments box and **Submit**.
- 12. HR Partner will then prepare the written offer for the finalist.

