

A decorative graphic consisting of three blue spheres of different sizes (large, medium, and small) arranged diagonally from the top right towards the bottom left. Thin blue lines extend from the top left and bottom right corners, framing the spheres.

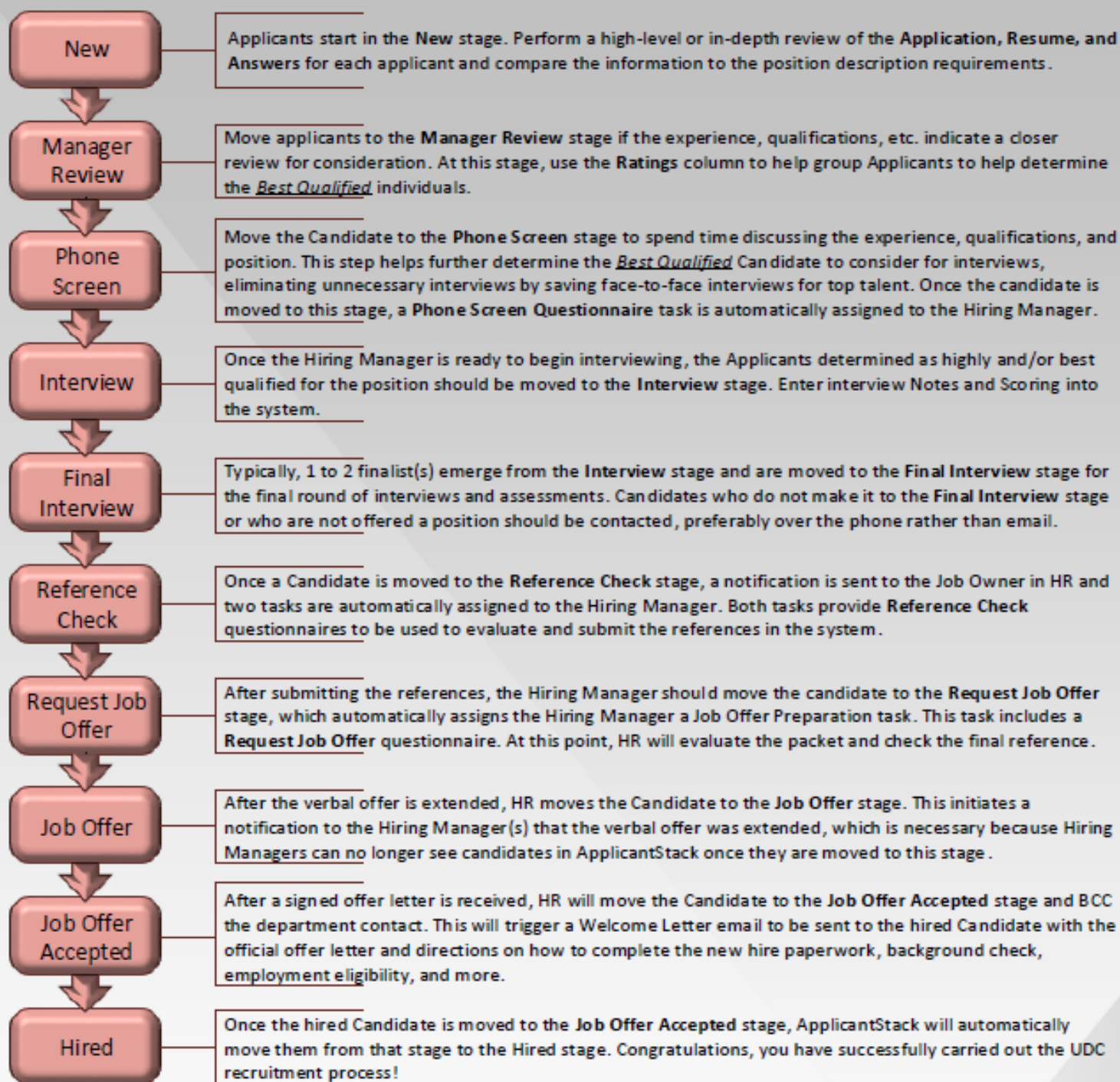
Hiring Manager's Job Aid to Navigating UDC's Applicant Tracking Tool, ApplicantStack

[Type the document subtitle]

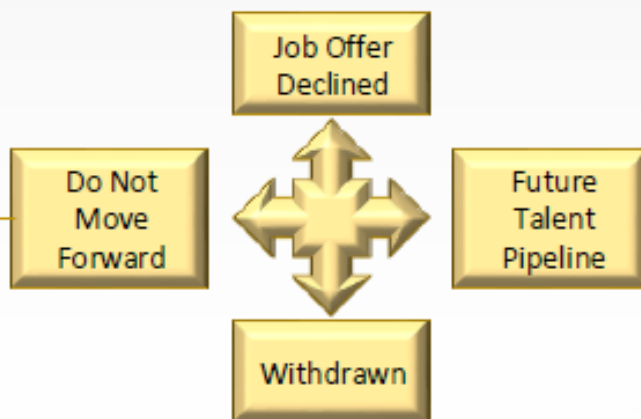
The purpose of this guide is to assist with the utilization of this tool, which helps to drive and automate steps in the recruitment and selection process.

2/11/2019

UDC Candidate Stages



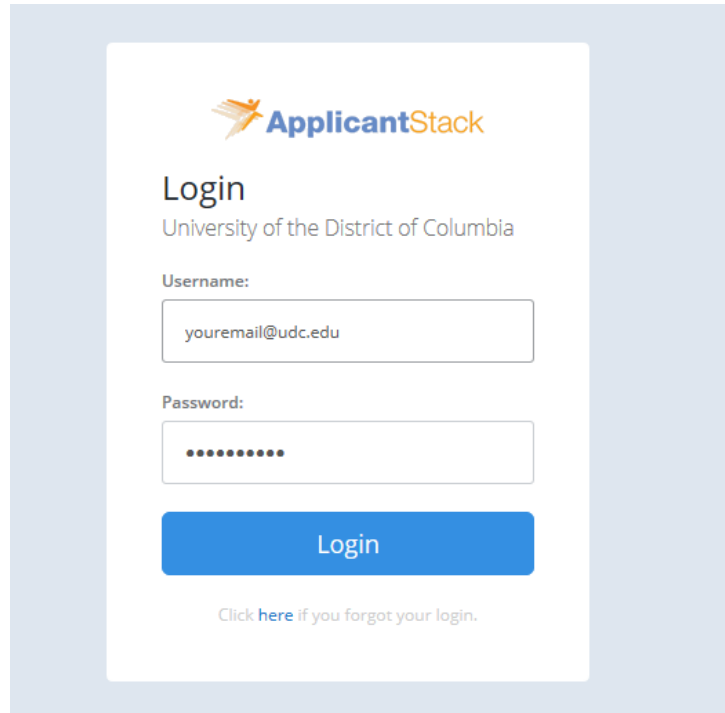
Move Candidates to the **Do Not Move Forward** stage if the experience, qualifications, interview performance, etc. indicate the individual does not meet the minimum requirements, or if other Candidates are more qualified, at any stage upon evaluation and assessment. When doing so, the system will require you to enter a Rating and Disposition.



Move Candidates to the **Future Talent Pipeline** stage at any point in time upon assessment if the individual is a good potential fit for another position, you would hire the Candidate if you had more than one opening, or if the Candidate was strong but slightly edged out by another Candidate.

If Candidates withdraw or decline the job offer, place them in the **Withdrawn stage or **Job Offer Declined** stage accordingly.**

ApplicantStack is UDC's Applicant Tracking Tool used to manage online recruiting, selecting, hiring, and onboarding. The system allows for a paperless process allowing more efficient and effective management of our Recruitment and Onboarding Programs. In addition, Applicant Stack is used to report and measure data to ensure best practices and identify areas for improvement.

The image shows a login form for ApplicantStack, the University of the District of Columbia's Applicant Tracking Tool. The form is centered on a light blue background. At the top is the ApplicantStack logo, which consists of an orange bird-like icon and the text "ApplicantStack" in blue and orange. Below the logo is the heading "Login" in bold black text, followed by "University of the District of Columbia" in a smaller, lighter blue font. The form contains two input fields: "Username:" with a text box containing "youremail@udc.edu", and "Password:" with a text box containing ten black dots. Below these fields is a blue "Login" button. At the bottom of the form, there is a link that says "Click [here](#) if you forgot your login."

Log in

User Name:

Password:

Human Resources issues Username and Passwords to Users in order to manage the recruitment and selection process. You will receive a system generated Username and Password.

ApplicantStack Home Jobs Candidates Emails Tasks Events Library Reports

Search Candidates Q Lynleigh Ha... ?

Activity Summary
You have 9 new email(s). [View Emails](#)

Tasks
You have 1 outstanding task
• Interview Panel Training [Research Officer],
Created 15 Days Ago

Events

Pipeline Summary - Your jobs and candidates. Click a number in the table to jump to candidates in that stage of your process. My Jobs ?

Job	New	Do Not Move Forward	Phone Screen	Manager Review	Interview	Final Interview	Reference Check	Request Job Offer	Job Offer	Job Offer Accepted	Hired	Job Offer Declined	Future Talent Pipeline	Total Active	Total Inactive
Academic Coach [1211]	39	59	0	0	0	0	0	0	0	0	0	0	0	98	0
Adjunct Professor - Nutrition and Dietetics [1192]	4	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Adjunct Professor, Architecture & Urban Sustainability [1193]	11	2	0	0	0	0	0	0	0	0	0	0	0	13	0

Home Page

This is command central, which allows you to view activities, navigate the system and perform certain tasks.

Also note the Activity and Task Summary sections for email activity, candidate communication, outstanding tasks, and upcoming events.

Click on the Position Title hyperlink under Pipeline Summary to drill down for more job information.

Recruitment Plan

By now, you should have had a conversation with your HR Representative to discuss the plan to recruit for your position. The recruitment plan will document information such as where to post the job (job boards), the interview process, and other expectations.

ApplicantStack Home **Jobs** Candidates Emails Tasks Events Library Reports

Myrtilla Miner Faculty Fellow [1188] [Set Stage](#) [Return to List](#) Job 3 of 65

Current Stage: Job Posting Expired
Candidates: 7

Summary	Listing	Questions	Scoring	Workflow	Launch	Tasks	Events	Info	History
<div> <div> JOB INFORMATION <p>Job ID: 1188</p> <p>Job Title: Myrtilla Miner Faculty Fellow</p> <p>Department: Division of Learning Resources</p> <p>Location: Van Ness</p> <p>Salary: \$6,000 for two academic semesters (\$3,000/semester)</p> <p>FLSA Status: Non-Exempt (Hourly)</p> <p>Position #: 36850</p> <p>Funding: Unrestricted/Appropriated</p> <p>Funding Index: 23000</p> <p>Funding Description: Temporary</p> <p>Position Status: Non-Union</p> <p>Schedule: Part-Time</p> <p>Manager: Morris Thomas</p> <p>Manager Position Number: Chief Academic Officer</p> <p>Cabinet Member:</p> </div> <div> SYSTEM INFORMATION <p>Last Modified: 05/21/2018 01:01 PM</p> <p>Created: 03/28/2018 02:56 PM</p> <p>Current Stage: Job Posting Expired</p> <p>Job Workflow: Default Job Workflow</p> <p>Application Workflow: Default Application Workflow</p> <p>Job Owner(s): Lynleigh Harriston Tina M. Twyman</p> <p>Hiring Manager(s): Morris Thomas</p> </div> <div> ATTACHMENTS <p>PD - Myrtilla Miner Faculty Fellow.docx</p> <p>HR Intake Approval - LRD Fellow Positions.txt</p> <p>Notes on Intake for M. Miner Fellows.txt</p> </div> </div>									

[Create Job](#)
[Open Job Board](#)
[Search](#)
[Run Report](#)
[Export](#)
[Create Task](#)
[Schedule Event](#)
[Add Note](#)
[Set Fields](#)
[Edit Job](#)
[Add Attachment\(s\)](#)
[Delete](#)
[Configure](#)

This screen shows a high-level summary of the position details.

Click on the **#Candidates** link (top left, under job title and job ID #) to view all the individuals who have applied to the position.

ApplicantStack Home Jobs **Candidates** Emails Tasks Events Library Reports Search Candidates Lynleigh Ha...

Candidates Filter(s): Myrtilla Miner Faculty Fellow [1188] Active Candidate Expand Filters

<input type="checkbox"/>	Name	R	Job	Source	Rating	Disposition	UDC Employee Referral?	UDC Employee Name	Union Member	Created	Last Modified	Score	Stage	Average Feedback	Actions
<input type="checkbox"/>	Rita R. Brunson Silver Spring, MD		Myrtilla Miner Faculty Fellow [1188]	UDC Career Page		Does Not Meet Minimum Qualifications	No			04/16/2018 03:07 PM	05/16/2018 12:18 PM	KO	Do Not Move Forward		
<input type="checkbox"/>			Myrtilla Miner Faculty Fellow [1188]	UDC Career Page	Qualified		Yes	Rebecca Graham		05/14/2018 03:34 PM	05/16/2018 12:18 PM		Interview		
<input type="checkbox"/>			Myrtilla Miner Faculty Fellow [1188]	UDC Career Page	Highly Qualified		Yes	Arlene King-Berry		05/14/2018 08:51 PM	05/16/2018 11:18 AM		Interview		
<input type="checkbox"/>			Myrtilla Miner Faculty Fellow [1188]	UDC Career Page	Qualified		Yes	Rebecca Graham		05/11/2018 07:09 PM	05/14/2018 09:18 AM		Interview		
<input type="checkbox"/>			Myrtilla Miner Faculty Fellow [1188]	UDC Career Page	Highly Qualified		No			05/03/2018 04:42 PM	05/12/2018 09:46 AM		Interview		
<input type="checkbox"/>			Myrtilla Miner Faculty Fellow [1188]	UDC Career Page	Best Qualified					04/18/2018 12:14 PM	05/12/2018 09:46 AM		Interview		
<input type="checkbox"/>			Myrtilla Miner Faculty Fellow [1188]	UDC Career Page	Highly Qualified		No			04/12/2018 03:06 PM	05/12/2018 09:46 AM		Interview		

Showing 1 - 7 of 7

+ Create Candidate
 + Upload Resumes
 + Upload Emails
 + Add to Job
 + Search
 + Run Report
 + Export
 + Email Candidate
 + Forward to User
 + Create Task
 + Schedule Event
 + Add Note
 + Print
 + Set Fields
 + Set Stage
 + Set Job
 + Delete
 + Configure

This Candidate Screen/Tab allows you to sort by column and drill down further to review the application, resume, and other data for each individual.

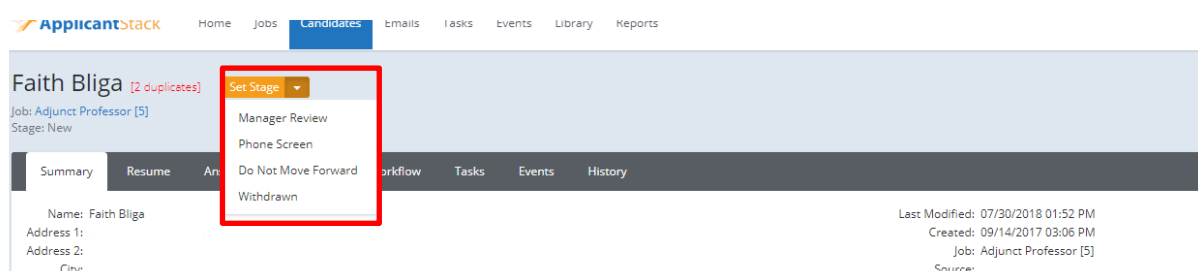
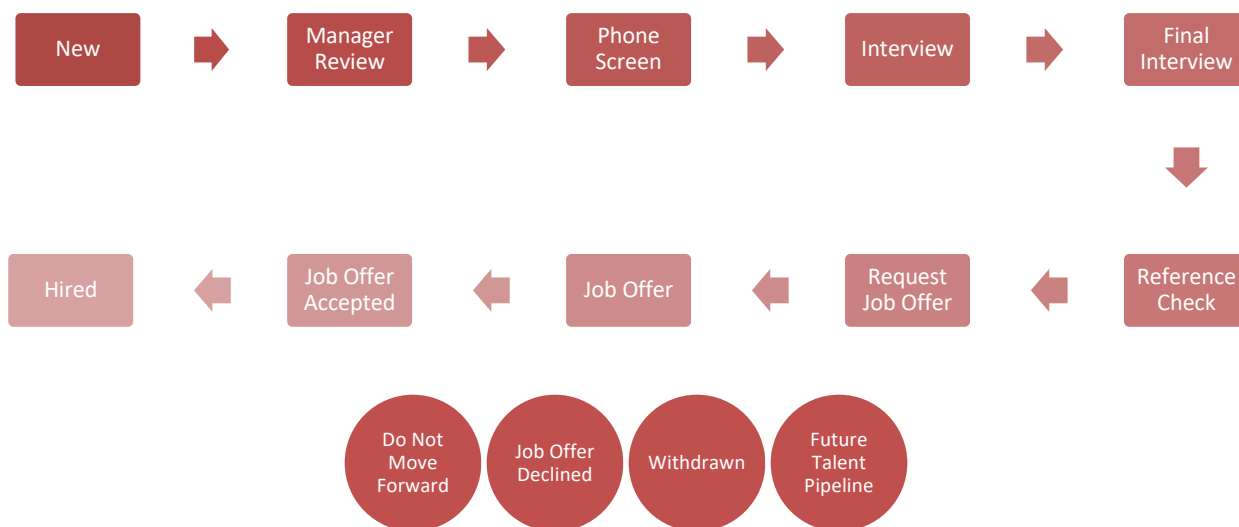
Score: Indicates the number of points received based on the individual's answers to qualification questions. For example, education, years of experience, or DC residency. 10 points are added to the score for DC residents (regular appointments only), and 5 or 10 points are added dependent upon the type of Veteran's preference. **NOTE:** Some scores will be higher based on residency and/or veteran's preference, so the overall score may not reflect the best qualified applicant.

KO (Knock Out): Indicates that the applicant does not meet all of the minimum qualifications of the position. For example, the Education or UDC Employee Only required qualification.

Rating: Indicates the grouping/categorization of the applicant's level of qualifications based on the position description (minimum, preferred, knowledge/skills, and other special/unique qualifications).

Disposition: Indicates the reason/justification for the decision not to move forward with a candidate.

Stage: Indicates the point in the phase/stage of the selection process AND ensures the correct communication is sent.



Reviewing Applicant's Qualifications: Skills, Experience, Knowledge, etc.

All Applicants start at the **New** stage. Review the **Application/Resume**, cover letter if applicable, and **Answers** to the Application (see tabs above) for each applicant and compare to the position description requirements.

NOTE: Applicants should be moved throughout the stages/process immediately as they're being reviewed.

Applicants in Stage **Manager Review** are moved to this stage by HR or the Hiring Manager if the experience, qualifications, etc. indicate a closer review for consideration. At this stage, use the **Ratings** column to assist with grouping/ranking Applicants to help determine the Best Qualified – those individuals who should continue in the process.

Move to Stage **Do Not Move Forward** if the experience, qualifications, etc. indicate the individual does not meet the minimum requirements or for any other reason (e.g. Others More Qualified) upon evaluation/assessment. When doing so, the system requires you to enter a **Rating** and a **Disposition**. See note in box on page 7.

NOTE: A notification is sent to the applicant one day after moved to the **DO NOT MOVE FORWARD** stage.

Move to Stage **Phone Screen** should you decide to spend time discussing the experience, qualifications, and position with the Candidate. This step helps further determine the Best Qualified Candidate to consider for interviews. By phone screening, which is another level of evaluation/assessment, you also have a better chance of eliminating long, unnecessary interviews by only having face-to-face interviews with top talent - those highly and best qualified individuals.

Faith Bliga [2 duplicates] Set Stage

Job: UDC Position - Non-Competitive [494]
Stage: Phone Screen

[Return to List](#) Candidate 1 of 11

Summary Resume Answers **Feedback** Workflow Tasks Events History

[+ Add Feedback](#) [Submit Questionnaire](#)

- Management Experience
- Minimum Age 21
- Myrtilla Miner Fellows
- Phone Screen Feedback Questionnaire**
- Plumber
- Police Officer
- Professional References
- Program Associate I & II

Please enter your phone interview notes into the system. The **Phone Screen Template** will automatically pop up to be completed, though the **Phone Screen Feedback Questionnaire** is also available on the **Candidate** screen under the **Feedback** tab.

Withdrawn Stage – Candidates should be moved to this stage if they withdraw from the process.

ApplicantStack Home Jobs **Candidates** Emails Tasks Events Library Reports

Faith Bliga [2 duplicates] Set Stage

Job: Adjunct Professor [5]
Stage: New

Summary Resume Answers **Feedback** Workflow Tasks Events History

Name:
Address 1:
Address 2:
City:
State:
Zip:
Phone:
Email:

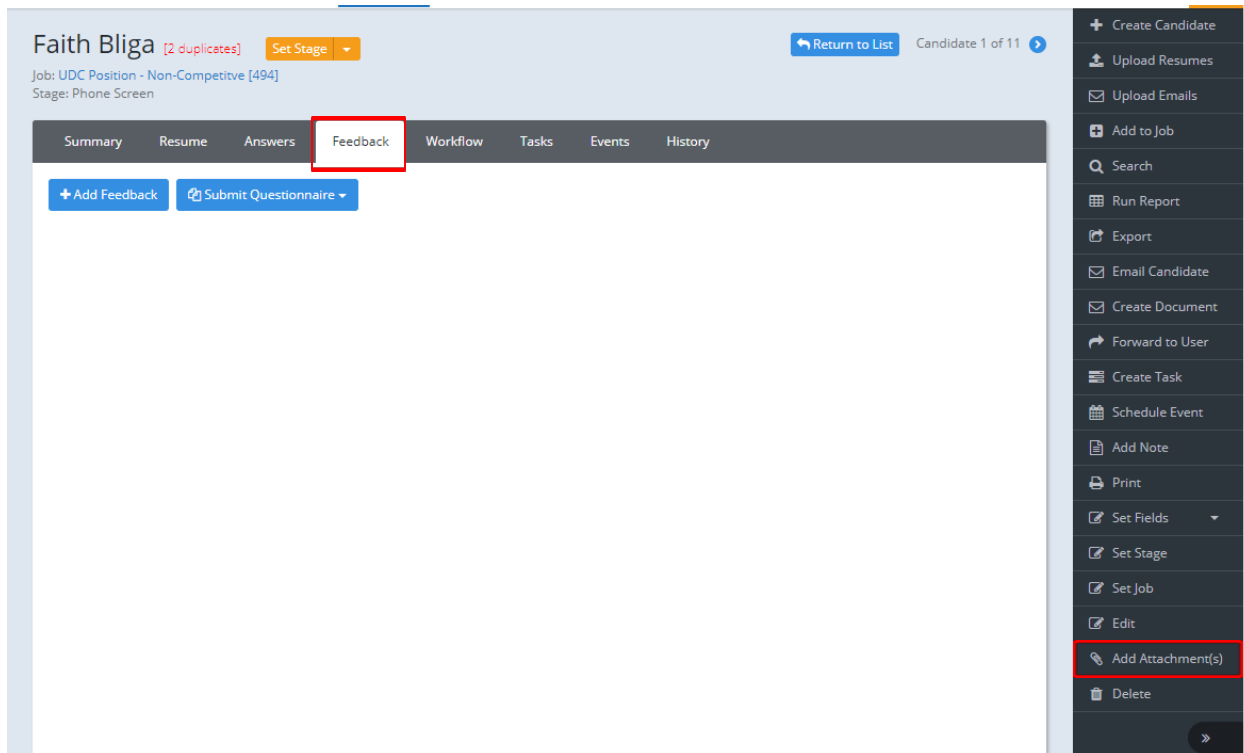
Last Modified: 07/30/2018 01:52 PM
Created: 09/14/2017 03:06 PM
Job: Adjunct Professor [5]
Source:
Rating: Top Prospect
Disposition:
UDC Employee Referral?:
UDC Employee Name:
Union Member:
Score: N/A [Recalculate]
Average Feedback:
Current Stage: New

Attachments

[Resume](#) [Faith Bliga Resume 3-05-10 (3).docx]

Move Applicants to Stage **Interview** when those individuals are determined as highly and/or best qualified to bring in for interviews. Enter Notes and Scoring into the system, or upload your notes and scoring information.

NOTE: All handwritten notes should be provided to the Panel Chair or Hiring Manager to be uploaded by clicking on Browse on the candidate screen under the **Feedback Tab** or click on **Add Attachments** on the right-side menu.



Stage **Final Interview**- Typically 1-2 finalist(s) are moved to this stage for the final round of interviews and assessments.

NOTE: As individual's fail to progress through the selection process, HR will partner with you in order to send the correct notifications to the appropriate individuals at the right time. Candidates who remain in the *Phone Screen* stage will receive a notification different than those who are in the *Manager Review stage*, which will be different than candidates in the *Interview*, *Withdrawn*, or other stages.

To ensure the right individuals receive the right communication, please do NOT move individuals to the Do Not Move Forward stage once they progress to the Phone Screen or Interview stage.

By only moving the candidates who should move forward to the next step in the process, we also can report on data/metrics and communicate more efficiently and timely.

Move Applicants to Stage **Future Talent Pipeline** at any point in time upon assessment if the individual is a good potential fit for another position, you would hire the individual if you had more than one opening, or if the Candidate was strong but slightly edged out by another Candidate.

Scheduling an Event

Faith Bliga [2 duplicates] Set Stage Return to List Candidate 2 of 11

Job: UDC Position - Non-Competitive [494]
Stage: Phone Screen

Summary Resume Answers Feedback Workflow Tasks Events History

Name: Faith Bliga
Address 1:
Address 2:
City:
State:
Zip:
Phone:
Email:

Last Modified: 08/20/2018 10:50 AM
Created: 04/14/2016 12:05 PM
Job: UDC Position - Non-Competitive [494]
Source:
Rating: Top Prospect
Disposition: Does Not Meet Minimum Qualifications
UDC Employee Referral?:
UDC Employee Name:
Union Member:
Score: N/A [Recalculate]
Average Feedback:
Current Stage: Phone Screen

Attachments

Resume [Faith Bliga Resume 3-05-10 (3).docx]

Documents

Right Sidebar:

- Create Candidate
- Upload Resumes
- Upload Emails
- Add to Job
- Search
- Run Report
- Export
- Email Candidate
- Create Document
- Forward to User
- Create Task
- Schedule Event**
- Add Note
- Print
- Set Fields

When scheduling an event you can select a date and time or choose to allow the candidate to select the date and time that the event will take place. If you choose to select the date and time, click on **Check Available Times** to see your availability and the availability of the assigned user(s) (e.g., panel members, interview team) you identified in the “Event Information” section.

User Availability

Date: 11/01/2018 Start Time: End time:

November 1st, 2018	8:00 am	8:30 am	9:00 am	9:30 am	10:00 am	10:30 am	11:00 am	11:30 am	12:00 pm	12:30 pm	1:00 pm	1:30 pm	2:00 pm	2:30 pm	3:00 pm	3:30 pm	4:00 pm
Zena Brooks																	
Tina M. Twyman																	
Lynleigh Harriston																	
Estere Deroche																	

☐ Available ☒ Unavailable

Use the dropdowns above (or click on a starting time in the grid), and click "Select Time" to choose a start and end time for the event. Change the date in the "Date" field, and click "Change Date" to choose a different date for the event.

Cancel Select Time

To instead allow the candidate to select the date and time, scroll down to the “Scheduling” section and select “Invite candidate to select a time” from the Schedule Type drop down.

Scheduling

Schedule Type: Select a time

*** Event Date:** Enter the Date of the event.
[Check Available Times](#)

*** Event Start Time:** Enter the Start Time of the event, e.g. 2:00 pm.

*** Event End Time:** Enter the End Time of the event, e.g. 3:00 pm.

Include Invite to Candidate(s)? ☐ (Optional) Select for candidate(s) to also receive a copy of the email invite.

Scheduling

Schedule Type:

Invite candidate to select a time

Duration:

30 Minutes

The duration of the event

*** First Available Date:**

10/01/2018

The first available date for a candidate to choose from. The end date will be based on the Availability Length setting in your user settings.

Message:

(Optional) An additional message to the candidate when sending the initial request for selecting an event time.

Next select the first available date that the candidate may choose. This automatically defaults to the next available day on the calendar from today's date. Click save after you have completed your event details.

Tessa Riley

[Return to List](#)
Candidate 5 of 11

Job: UDC Position - Non-Competitive [494]
Stage: Hired

Summary Resume Answers Feedback Workflow Tasks Events History

Schedule Event

Event Name	Assigned To	Event Date	Status	Created	Actions
Test	Tessa Riley	N/A	Pending	Today	

Showing 1 - 1 of 1

Candidate event tab before the candidate has selected a date and time.

Invitation to Event: Test for Tessa Riley - UDC Position

Inbox x

Tessa Riley <mailer-aahbyxhwkufyrym6oa4hbyxh49mIn@applicantstack.com>
to me

You have been invited to select a time for the following event.

Please click the link below, to select an available time for this event.

https://udc.applicantstack.com/x/select_event_time/anhbyxht8z9g

Company: University of the District of Columbia
Contact: Tessa Riley
Candidate: Tessa Riley
Job: UDC Position - Non-Competitive
Event Name: Test
Event Date: Pending

Company: University of the District of Columbia
Job: UDC Position - Non-Competitive

[Reply](#)
[Forward](#)

The candidate will receive an email inviting them to select a date and time. When the candidate clicks the link in their email it will present the following screen.

The screenshot shows a web interface for the University of the District of Columbia. At the top is a red header with the university's name. Below it is a section titled "Event Information" with the following details: Event Name: Test, Duration: 30 minutes, Status: Please select a date and time below, and Available Date Range: 10/01/2018 - 10/15/2018. Below this is a section titled "Available Times" with a prompt to "Choose a date below to see available times for that date." A date selector shows "10/03/2018". Below the date selector, it says "Available Start Times for 10/03/2018" and "Selected Time: 10/03/2018 9:30 am - 10:00 am (GMT-05:00) Eastern Time". A grid of available times is shown in three columns: 8:00 am, 8:30 am, 9:00 am; 9:30 am, 10:00 am, 10:30 am; 11:00 am, 11:30 am, 12:00 pm; 12:30 pm, 1:00 pm, 1:30 pm; 2:00 pm, 2:30 pm, 3:00 pm; 3:30 pm, 4:00 pm, 4:30 pm. A red "Select Time" button is at the bottom left. At the bottom right, there is a small copyright notice: "Copyright 2018 University of the District of Columbia. All rights reserved. Powered by ApplicantStack™ Hiring Software".

First the candidate will choose a date. Once they choose a date, it will list the available times for the event. These time frames are determined on a per user basis in the settings for your account. The available times offered within the selected time frame are dynamically pulled from your Office 365 calendar. If you selected multiple users, the system will only offer the candidate times when all users are available. Once the candidate selects a date and time, they click select time and the event is scheduled. The Contact receives an email with an .ics file that they can add to their calendar.

Test for Tessa Riley

Tessa Riley <mailer-aahbyxhltihv0vxmua1hbyxh3x1ls@applicantstack.com>

Sent: Tue 9/25/2018 9:23 AM

To: Riley, Tessa

Message Add to Calendar.ics (971 B)

You have been scheduled for the following event.

Please click the Add to Calendar attachment to add this event to your calendar.

Company: University of the District of Columbia

Contact: Tessa Riley

Candidate: Tessa Riley

Job: UDC Position - Non-Competitive

Event Name: Test

Event Date: 10/03/2018 9:30 AM - 10:00 AM (GMT-05:00) Eastern Time

Click the link below to view the event details:

<https://udc.applicantstack.com/portal/viewevent/anhbyxht8z9q>

Tessa Riley Return to List Candidate 5 of 11

Job: UDC Position - Non-Competitive [494]
Stage: Hired

Summary Resume Answers Feedback Workflow Tasks **Events** History

[Schedule Event](#)

Event Name	Assigned To	Event Date	Status	Created	Actions
Test	Tessa Riley	10/03/2018 9:30 AM - 10:00 AM (GMT-05:00) Eastern Time	Scheduled	Today	View Edit Delete

Showing 1 - 1 of 1

Events tab after candidate selects a date / time.

Alternatively you can alter the settings in your user account to allow for weekend selection, set available times for events and you can set whether to automatically approve or manually approve date/time selection.

Event User Availability Settings

User Availability Hours Start: Please provide your starting availability hour. This controls the starting hour for the User Availability modal. Eg: 8:00 AM

User Availability Hours End: Please provide your ending work hour. This controls the ending hour for the User Availability modal. Eg: 5:00 PM

User Availability Length: Please provide the number of weeks in the future that you would like to allow for candidates to select as an event date. Eg: 2 (equals 2 weeks)

Include Weekends: Choose whether to include weekends on the "Select Event Time" page.

Approve Candidate Proposed Times: Choose whether to receive Approve/Reject time emails once a candidate selects a time for an event you created. (for events of schedule type "Invite candidate to select a time").

My Account > Edit > Scroll down to see Event User Availability Settings

Tessa Riley Return to List Candidate 5 of 11

Job: UDC Position - Non-Competitive [494]
Stage: Hired

Summary Resume Answers Feedback Workflow Tasks **Events** History

[Schedule Event](#)

Event Name	Assigned To	Event Date	Status	Created	Actions
Test	Tessa Riley	10/03/2018 9:30 AM - 10:00 AM (GMT-05:00) Eastern Time	Pending Approval	Today	View Edit Delete

Showing 1 - 1 of 1

Events tab after candidate selects a date / time when Approve Candidate Proposed Times setting is set to Yes.

If you elect to set "Approve Candidate Proposed Times" to yes, when a candidate selects a date/time an email is sent to the event owner (creator of the event) to approve or reject. The email will contain a link that will allow the owner to approve or disapprove the event. Clicking the link will present the following screen:

Pending Event Time for Test from Candidate

Tessa Riley <mailer-aahbyxh4yaygof7fva1hbyxh3x1ls@applicantstack.com>

Sent: Tue 9/25/2018 9:42 AM

To: Riley, Tessa

The following time has been selected for your event. See details below.

To accept or reject this time, please click the link below.


Company: University of the District of Columbia
Contact: Tessa Riley
Candidate: Tessa Riley
Job: UDC Position - Non-Competitive
Event Name: Test
Event Location: Human Resources
Event Date: **Pending Approval** (10/03/2018 9:30 AM - 10:00 AM (GMT-05:00) Eastern Time)

Click the link below to view the event details:

<https://udc.applicantstack.com/portal/viewevent/anhbyxhap5mp>

Clicking Accept Time will display a screen where you can edit the event details. If you make edits or make no changes, click Submit and a confirmation message will be sent to the candidate.

Test for Tessa Riley [View in ApplicantStack](#)

 [Print](#)

Event Information

Created By:	Tessa Riley (Today)
Assigned To:	Tessa Riley
Candidate:	Tessa Riley
Job:	UDC Position - Non-Competitive
Event Location:	Human Resources
Event Date:	10/03/2018 9:30 AM - 10:00 AM (GMT-05:00) Eastern Time [Accept Time Reject Time]
Status:	Pending Approval

If you click Reject Time, you will be presented with a screen that will allow you to compose a message to the candidate and ask them to choose a new date/time. Clicking Submit will send your message to the candidate. They will then be able to submit a new date/time for approval.

Email Communication Templates

Faith Bliga [2 duplicates] [Set Stage](#)

Job: [Adjunct Professor \[5\]](#)
Stage: New

Summary Resume Answers Feedback Workflow Tasks Events History

Name: Last Modified: 07/30/2018 01:52 PM
Address 1: Created: 09/14/2017 03:06 PM
Address 2: Job: Adjunct Professor [5]
City: Source:
State: Rating: Top Prospect
Zip: Disposition:
Phone: UDC Employee Referral?:
Email: UDC Employee Name:
Union Member:
Score: N/A [\[Recalculate\]](#)
Average Feedback:
Current Stage: New

Attachments

[Resume](#) [Faith Bliga Resume 3-05-10 (3).docx]

[+ Create Candidate](#)
[Upload Resumes](#)
[Upload Emails](#)
[Add to Job](#)
[Search](#)
[Run Report](#)
[Export](#)
[Email Candidate](#)
[Create Document](#)
[Forward to User](#)
[Create Task](#)
[Schedule Event](#)
[Add Note](#)
[Print](#)

In order to have a positive candidate experience, we've developed a number of email templates to communicate timely throughout this process. Your HR Representative will partner closely with you to ensure the right email is sent at the right time to the right candidate.

If needed, you may use communication templates that have MGR in the title to request information, confirm interview information, etc. Select the candidate and choose the appropriate MGR template email by accessing the right-side navigation menu (see above arrow) and selecting **Email Candidate**. These templates can be edited and customized for the specific candidate you are contacting. However, we still recommend you use the aforementioned scheduling functionality when scheduling interviews, phone screens, etc.



Email Candidate

Fill in the fields below and click **Send** to send the email. For help see the [Email Section Guide](#).

Sender & Recipients

From:

Lynleigh Harriston

To:

BCC:

If you choose to have emails come from you, recipients will be able to respond to you directly. If you choose System, emails will come from the system and recipients will NOT be able to respond.

This field should contain the recipients you selected on the previous screen. Note that if you selected multiple recipients they will each receive a SEPARATE email addressed just to them, i.e. recipients will NOT be able to see each other.

You can send a copy of the email to other addresses by entering them here. Separate multiple email addresses with a comma or semi-colon. Limit 10 emails.

Email Contents

Template:

(Choose Email Template)

Adjunct Contract Details
Adjunct New Hire Email
Application Received
Better Qualified Candidates - Phone Interview
Better Qualified Candidates - Interviewed
Does Not Meet Minimum Qualifications
Future Talent Pipeline
HR: Position Cancellation
HR: Reference Check Email to Hiring Manager
Internal Other More Qualified Applicants
Job Offer Declined
Job Offer Preparation
Job Offer Rescinded
Job Posting Expiring
MGR: Face to Face Interview Confirmation
MGR: Phone Screen Confirmation
MGR: Face to Face Interview Request
MGR: Phone Screen Request
Manager Onboarding Guide
New Hire Email
Other More Qualified Applicants
Still Seeking More Qualified Applicants
Still Seeking More Qualified Candidates
Welcome Letter
Welcome Letter - Regular FT Faculty
Welcome Letter- Sponsored Program (no benefits)
Welcome Letter- Sponsored Program (with benefits)
Welcome Letter- Temporary Staff (no Benefits)
Welcome Letter- Temporary Staff (with Benefits)

Delay:

Subject:

Message:

Attachment(s):

om the list.

later time.

The total file size of all email attachments may not

TIPS:

From field: System = prevents the candidate from corresponding directly with you.

From field: User = allows the candidate to correspond directly with you AND saves all correspondence on the candidate's history tab for future reference.

Delay field: Allows you to plan ahead and have communication sent in one day, one week, etc. as appropriate. This is useful when on vacation or when HR is ready to send regret emails, and would like to ensure a good applicant/candidate experience by not sending regret emails the same day an applicant applies or interviews.

Zena P. Brooks [2 duplicates] Return to List Candidate 9 of 11

Job: UDC Position - Non-Competitive [494]
Stage: Final Interview

Set Stage

- Reference Check
- Do Not Move Forward
- Withdrawn
- Future Talent Pipeline

Summary	Resume	Answers	Tasks	Events	History
Name: Zena P. Brooks Address 1: ??? Address 2: ??? City: ??? State: ??? Zip: ??? Phone: Email:			Last Modified: 09/06/2018 11:14 AM Created: 07/15/2016 01:29 PM Job: UDC Position - Non-Competitive [494] Source: Rating: Qualified Disposition: Interview No Show UDC Employee Referral?: UDC Employee Name: Union Member: Score: N/A [Recalculate] Average Feedback: Current Stage: Final Interview		
Attachments					
Resume [Zena Brooks Resume (July 2015).doc]					

Once it's decided who should move forward for references, the Hiring Manager/Panel Chair moves the Candidate(s) to the **Reference Check** stage and a notification is sent to the Job Owner in HR. HR will generate a Request - including two Reference Check Templates to be completed and submitted in the system. Alternatively, you may access the Reference Check Template from the **Feedback Tab** and submit the results.

The Candidate should be moved to the **Request Job Offer** stage upon completion of acceptable reference checks.

Zena P. Brooks [2 duplicates] Return to List Candidate 9 of 11

Job: UDC Position - Non-Competitive [494]
Stage: Reference Check

Set Stage

- Request Job Offer
- Do Not Move Forward
- Withdrawn

Summary	Resume	Answers	Tasks	Events	History
Name: Zena P. Brooks Address 1: ??? Address 2: ??? City: ??? State: ??? Zip: ??? Phone: Email:			Last Modified: 07/24/2017 02:07 PM Created: 07/15/2016 01:29 PM Job: UDC Position - Non-Competitive [494] Source: Rating: Qualified Disposition: Interview No Show UDC Employee Referral?: UDC Employee Name: Union Member: Score: N/A [Recalculate] Average Feedback: Current Stage: Reference Check		
Attachments					
Resume [Zena Brooks Resume (July 2015).doc]					

The Hiring Manager will receive the **Job Offer Preparation** request for completion.

Hiring Managers will receive notifications when the candidate enters the **Job Offer** stage (indicating a verbal and/or written offer letter has been extended) and **Hired** stage when the Candidate accepts the offer (a signed offer letter is received).