

UPDATE DISPOSITIONS

Update Pre-Interview Dispositions (Interview, Qualified, Unqualified)

1. Main Menu > Recruiting > Pre-Interview Evaluations
2. Search and open Job Opening
3. Update dispositions, qualifications, and/or comments
4. Submit for approval or save and submit at a later time.

Update Post-Interview Evaluation (Make Offer/ PreOffDec, Hold, Reject, Withdrawn)

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Manage Applicants tab
4. Click Applicant Name link
5. Click link in disposition column
6. Click View/Edit Evaluation
7. Update disposition if field is available or click Edit Evaluation and edit field
8. Click Save
9. Click Return to Previous Page link

UPDATE OFFER LETTER**

View and Delete/Add Offer Letter Attachment

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Manage Applicants tab > Scroll to applicant> Click the applicant's name (link)
4. Offer/Correspondence Tab > Click applicable offer letter link in **Subject** column
5. Click the applicable attachment **Filename**
6. Click **+ Add Attachment** to upload revised letter
7. Select attachment and click **- Delete Attachment** to delete attachments (if needed)
8. Click Submit.

Note: If an offer approval is denied, click Add Revised Offer and update offer to submit for approval.

UPDATE HIRING TEAMS

Update Interviewers and Interest Parties

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Click Job Opening Details tab > Hiring Team link
4. Click Add Interviewers link (read only access) or Add Interested Parties link (write and submit access) and select employees
5. Click Save

Note: Submit a POI request form for any hiring team members not listed in selection list (hr.uconn.edu/employment_services/recruiting.html).

UPDATE JOB OPENING ATTACHMENTS

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Click Activity & Attachments Tab
4. Click Add Attachment link and upload
5. Click Save

UPDATE RECRUITMENT CONTACTS

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Click Job Opening Details tab
4. Click Add Additional Recruitment Contacts link
5. Click Save

UPDATE MY PROXIES

1. Main Menu > My Proxies
2. Enter proxy name or lookup
3. Click Save

QUICK STEPS to Recruiting Solutions 9.1

Reference for:

- Search Administrators
- Proxies
- Approvers

<http://hr.uconn.edu/recruiting-solutions-9-1/>

****DENIED OFFER: If an offer approval is denied, click Add Revised Offer. Enter commencement date and offer amount, and click Submit.**

RECRUITING SOLUTIONS 9.1 - QUICK STEPS

VIEW JOB OPENING APPROVALS

Job Opening Approvals

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Job Openings Details tab > Approvals link

Pre-Interview Evaluation Approval (Interview Request)

1. Main Menu > Recruiting > Pre-Interview Evaluations
2. Search and open Job Opening
3. View workflow approval

Job Offer Approvals (Hire Request)

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Manage Applicants tab > Scroll to applicant
4. Click [PreOffDec](#) or [Offer](#) in the disposition column
5. Click Approvals link

View Audit/Waiver Approvals and Finalize

Audit/Waiver Approvals

1. Main Menu > Recruiting > Audit/Waiver Jobs > Find Audit/Waiver Jobs
2. Search and open Audit/Waiver
3. Click Approvals link

Finalize Audit/Waiver

1. Main Menu > Recruiting > Audit/Waiver Jobs > Find Audit/Waiver Jobs
2. Search and open Audit/Waiver
3. Update Offer Status field to accepted or rejected
4. Click Save

VIEW APPLICANT MATERIALS

View Applicant Attachments

1. Main Menu > Recruiting > Pre-Interview Evaluations
2. Search and open Job Opening
3. Click applicant's name on the Applicant Info tab
4. Click resume attachment, application attachments, department attachments and application template (for Classified Openings)

Print Applicant Attachments

1. Main Menu > Recruiting > Pre-Interview Evaluations
2. Search and open Job Opening
3. Click applicant's name on the Applicant Info tab
4. Click resume attachment, application attachments, and department attachments and print each document

Print Classified Applications

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Select the applicants on Manage Applicants tab (click check box)
4. Below grid, select Group Action: Print Application Details and click Go
5. Click Run, Process monitor, and OK
6. Click refresh button on page until status is **Success Posted**
7. Click Details, View Trace Log and select the file ending in .PDF

Add Department Attachments (e.g. Reference Letters)

1. Main Menu > Recruiting > Pre-Interview Evaluations
2. Search and open Job Opening
3. Click applicant's name
4. Click Add Attachment button under Department Attachments section
5. Click Save & Submit button

CLOSE A JOB OPENING

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Manage Applicants tab
4. Click **Offer** link in disposition column
5. Click View/Edit Evaluation
6. Update disposition to **Accepted** if field is available or click Edit Evaluation and edit field
7. Click Save

VIEW APPLICANT QUAL MATRIX

Open and View Qualifications Matrix

1. Main Menu > Recruiting > Pre-Interview Eval
2. Search and open Job Opening
3. Click Download Report button
4. Click open and yes/ok to download messages

VIEW CORRESPONDENCE

View Offer Letter

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Manage Applicants tab > Scroll to applicant > Click the Applicant's name (link)
4. Offer/Correspondence Tab > Click applicable offer letter link in **Subject** column
5. Click the applicable Attachment **Filename**
(See next page to update offer letter)

View Email Correspondence

1. Main Menu > Recruiting > Find Job Openings
2. Search and open Job Opening
3. Manage Applicants tab > Click applicant's name > Offer/Correspondence tab
4. Click the applicable Subject link located in Offer/Correspondence History