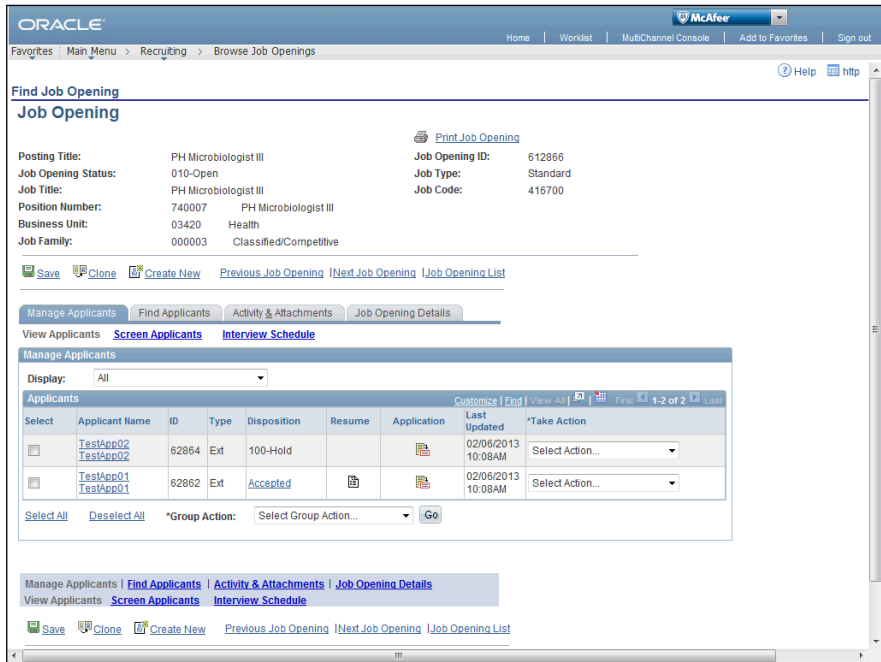
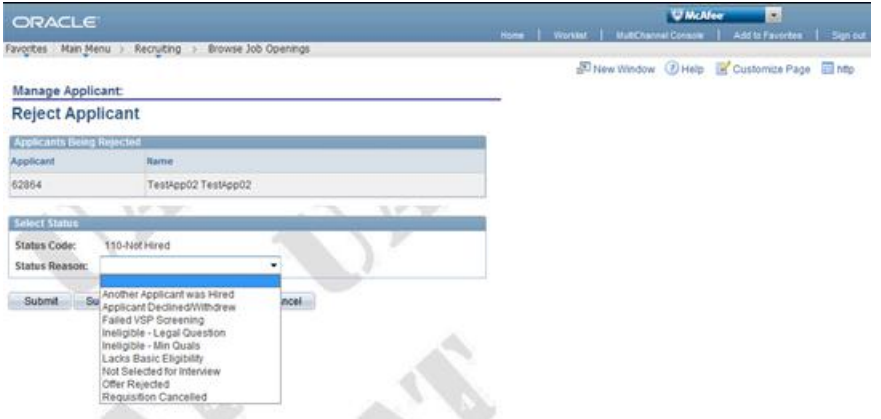
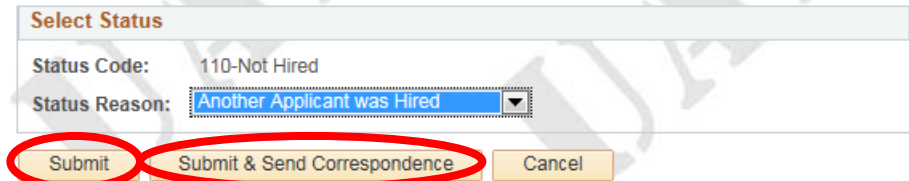
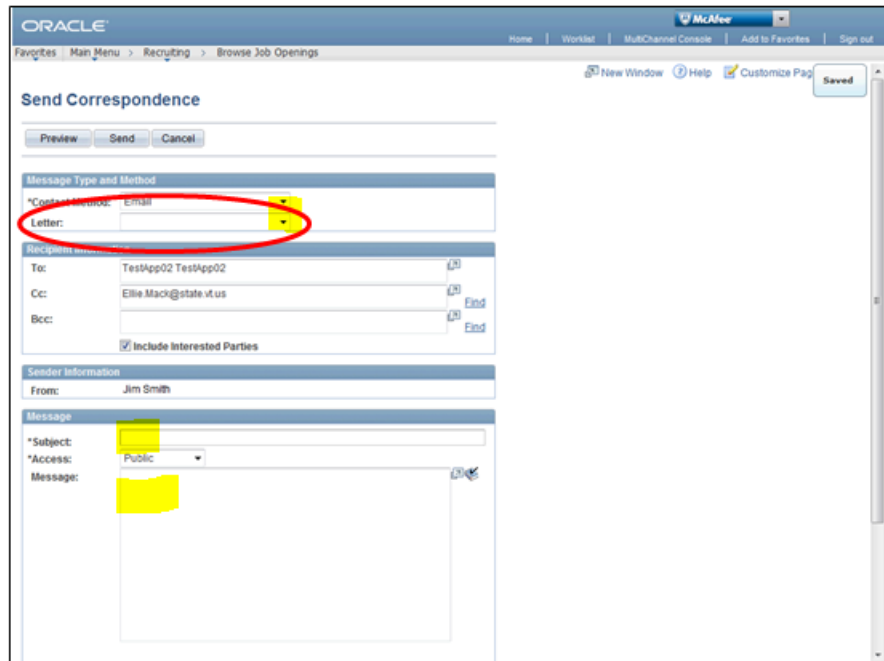




Step	Action	
	BEFORE YOU BEGIN , be aware of the application deadline for your job opening. Do not take any action before that date.	Only applicants who are in "Route" status are available for action by the Hiring Manager.
1.	<p>Select the applicant(s) whose status you are updating.</p> <p>Then, click the Take Action list.</p> <div><input type="text" value="Select Action..."/></div> <p>TIP: To take an action on more than one applicant, simply select the checkbox next to each applicant's name, choose an action from the "Group Action" drop down list and then click "Go".</p> <p>BEWARE of "Select All", as an error can easily be made by including an applicant whose status you did not intend to change.</p> <p>Choose the "Reject Applicant" function, which changes the applicant status to "Not Hired".</p>	
2.	<p>The reasons for a Hiring Manager to reject an applicant are:</p> <ul style="list-style-type: none">~Another Applicant Was Hired (use this reason for most scenarios)~Applicant Declined/Withdrew (use this reason when an applicant declines or withdraws at the interview stage.)~Not Selected for Interview~Offer Rejected (use this reason when an applicant declines or withdraws at the offer stage)~Requisition Cancelled (use this reason when the job opening is being cancelled) <p>The other reasons provided in the dropdown list are for system-generated rejection notices.</p>	



Step	Action	
3.	<p>When you use the "Reject Applicant" function, you have 2 choices:</p> <ol style="list-style-type: none">1. Submit: This action only changes the applicant's status to Not Hired. It does not generate any communication to the applicant.2. Submit & Send Correspondence: This action changes the applicant's status to Not Hired and then generates an email for you to complete and send to the applicant. <p>Once you click Submit & Send Correspondence, the system "submits" the applicant's status change to "not hired". Even if you cancel the correspondence, the applicant's status will be changed. Once the applicant's status has been changed, the Hiring Manager cannot reverse that action. If a change is made in error, contact the Recruitment Help Desk (email dhrr.recruitment@state.vt.us or call 828-6700, option 1, then option 4).</p>	
4.	<p>There are several rejection notice templates that can be automatically populated to send to the applicant. These templates are not editable in the Message box.</p> <p>However, if no template is chosen, the Message box can be used to type a free-form (custom) notification to the applicant.</p> <p>There are three standard rejection letters for use by the Hiring Manager:</p> <p>Interviewed IR: Rejection letter to someone who was interviewed for the position.</p> <p>Post Route RR1: Rejection letter to someone who was on the Routed Candidate List but NOT interviewed.</p> <p>Cancelled JobOpening: Rejection letter to notify applicant(s) that the job opening is cancelled.</p> <p>The other templates provided in the dropdown list are for system-generated rejection notices.</p>	



Step	Action	
5.	<p>It is important to "Preview" the Correspondence as there are occasional conflicts in a Hiring Manager's system settings that result in the email not working properly.</p> <p>If the Preview opens with a blank email, click cancel and notify the Recruitment Help Desk (dhr.recruitment@state.vt.us) so that the settings can be corrected.</p> <p>Please note that, if you are sending the correspondence to more than one applicant at a time, all affected applicants will be listed in the "To:" line. However, the email is sent individually to each applicant, similar to a "blind" copy in regular email. The recipients will not see the other applicant names listed on this line.</p> <p>Notice that the system will default to include Interested Parties on the email, meaning that anyone who is listed as an Interested Party on the Job Opening Details will receive a copy of each email, unless you uncheck this box.</p>	
6.	<p>Click the Send button.</p>	
	<p>Recommended Practices:</p> <ol style="list-style-type: none">1. Upon receipt of a "routed candidate" list, identify the candidates who will be offered an interview and those who will not be considered further.2. It is an expectation that hiring managers will communicate with all routed applicants in a timely manner. Once routed, applicants do not receive any system-generated notifications regarding the status of their applications.3. Once a decision has been made that an applicant will not be chosen for interview or further consideration, complete the process to reject and notify the applicant.4. Once an offer has been made to the top candidate(s) for the opening, it may be appropriate to delay notification to other interviewed candidates until the offer is accepted. <p>TIP: Once the offer is accepted, any candidates whose status has not been updated will be placed on "hold" status. They can be updated until the hire is processed, at which time the job opening is changed to "filled/closed" and all remaining candidates are changed to "not hired" by the system.</p>	