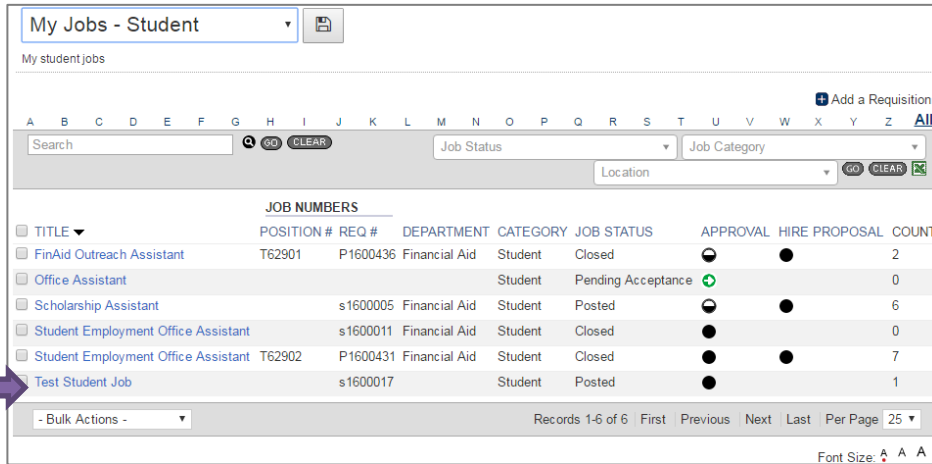


# HELP SHEET

## How to Disposition and Hire Applicants:

1. Once you are ready to review applicants, go to the “Jobs” tab and select the job you are ready to review.



My Jobs - Student

My student jobs

Search [GO] [CLEAR] Job Status [v] Job Category [v] Location [v] [GO] [CLEAR] [X]

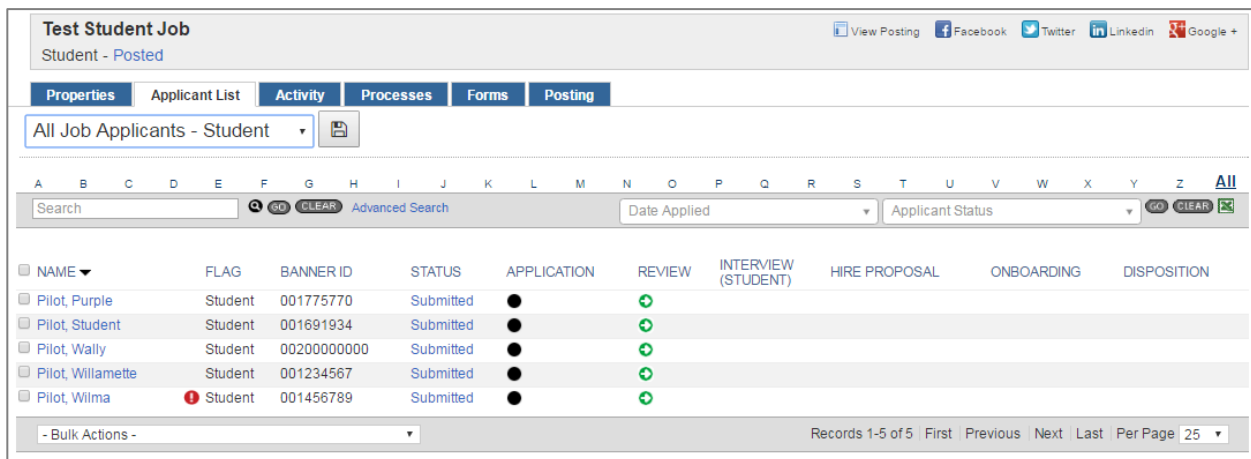
Job Numbers

TITLE	POSITION #	REQ #	DEPARTMENT	CATEGORY	JOB STATUS	APPROVAL	HIRE PROPOSAL	COUNT
FinAid Outreach Assistant	T62901	P1600436	Financial Aid	Student	Closed	●	●	2
Office Assistant				Student	Pending Acceptance	●	●	0
Scholarship Assistant		s1600005	Financial Aid	Student	Posted	●	●	6
Student Employment Office Assistant		s1600011	Financial Aid	Student	Closed	●	●	0
Student Employment Office Assistant	T62902	P1600431	Financial Aid	Student	Closed	●	●	7
Test Student Job		s1600017		Student	Posted	●	●	1

- Bulk Actions - Records 1-6 of 6 First Previous Next Last Per Page 25

Font Size: A A A

2. Clicking on the job title will take you to a viewing of all applicants who have applied for the position. If an applicant’s status states ‘Incomplete’ that means they have not finished the application process.



Test Student Job

Student - Posted

View Posting Facebook Twitter LinkedIn Google+

Properties Applicant List Activity Processes Forms Posting

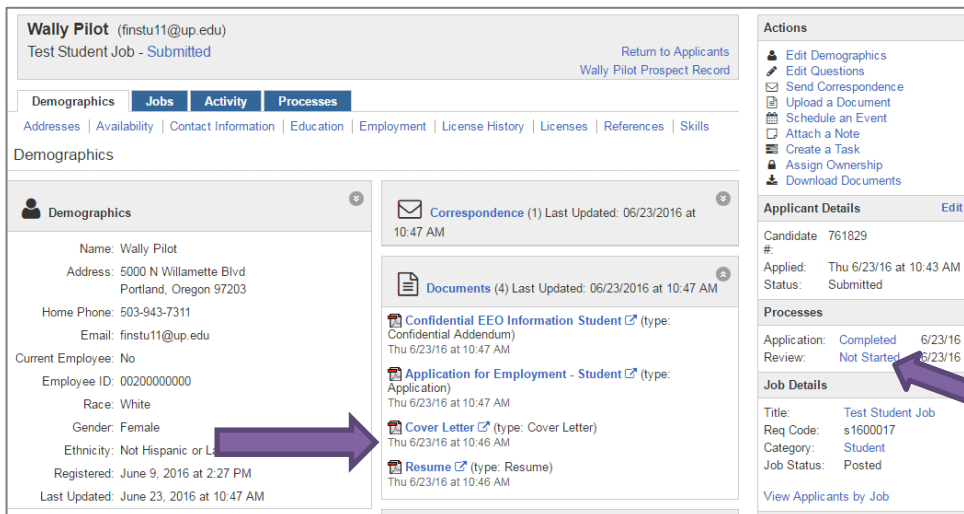
All Job Applicants - Student

Search [GO] [CLEAR] Advanced Search Date Applied [v] Applicant Status [v] [GO] [CLEAR] [X]

NAME	FLAG	BANNER ID	STATUS	APPLICATION	REVIEW	INTERVIEW (STUDENT)	HIRE PROPOSAL	ONBOARDING	DISPOSITION
Pilot, Purple	Student	001775770	Submitted	●	●	●	●		
Pilot, Student	Student	001691934	Submitted	●	●	●	●		
Pilot, Wally	Student	00200000000	Submitted	●	●	●	●		
Pilot, Willamette	Student	001234567	Submitted	●	●	●	●		
Pilot, Wilma	Student	001456789	Submitted	●	●	●	●		

- Bulk Actions - Records 1-5 of 5 First Previous Next Last Per Page 25

3. Click on the applicants name to review their application and submitted documents.



Wally Pilot (finstu11@up.edu)

Test Student Job - Submitted

Return to Applicants Wally Pilot Prospect Record

Demographics Jobs Activity Processes

Addresses Availability Contact Information Education Employment License History Licenses References Skills

Demographics

Name: Wally Pilot

Address: 5000 N Willamette Blvd  
Portland, Oregon 97203

Home Phone: 503-943-7311

Email: finstu11@up.edu

Current Employee: No

Employee ID: 00200000000

Race: White

Gender: Female

Ethnicity: Not Hispanic or L

Registered: June 9, 2016 at 2:27 PM

Last Updated: June 23, 2016 at 10:47 AM

Correspondence (1) Last Updated: 06/23/2016 at 10:47 AM

Documents (4) Last Updated: 06/23/2016 at 10:47 AM

- Confidential EEO Information Student (type: Confidential Addendum) Thu 6/23/16 at 10:47 AM
- Application for Employment - Student (type: Application) Thu 6/23/16 at 10:47 AM
- Cover Letter (type: Cover Letter) Thu 6/23/16 at 10:46 AM
- Resume (type: Resume) Thu 6/23/16 at 10:46 AM

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Schedule an Event
- Attach a Note
- Create a Task
- Assign Ownership
- Download Documents

Applicant Details

Candidate: 761829

Applied: Thu 6/23/16 at 10:43 AM

Status: Submitted

Processes

Application: Completed 6/23/16

Review: Not Started 6/23/16

Job Details

Title: Test Student Job

Req Code: s1600017

Category: Student

Job Status: Posted

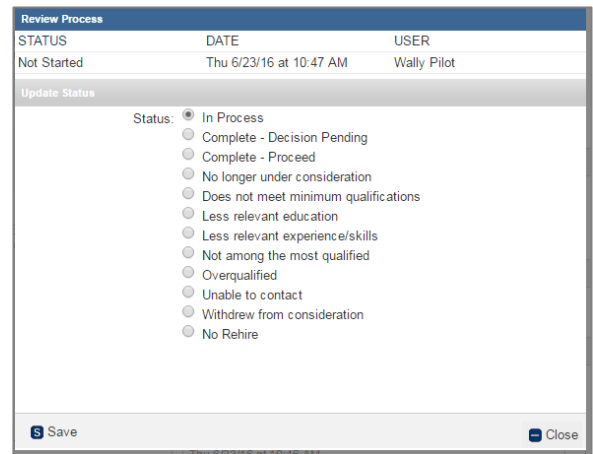
View Applicants by Job

4. Once you have reviewed the applicant’s employment application, cover letter and resume, you can make a decision on this applicant. Under the Processes box on the right side of the screen, you can select “Not Started” next to Review.

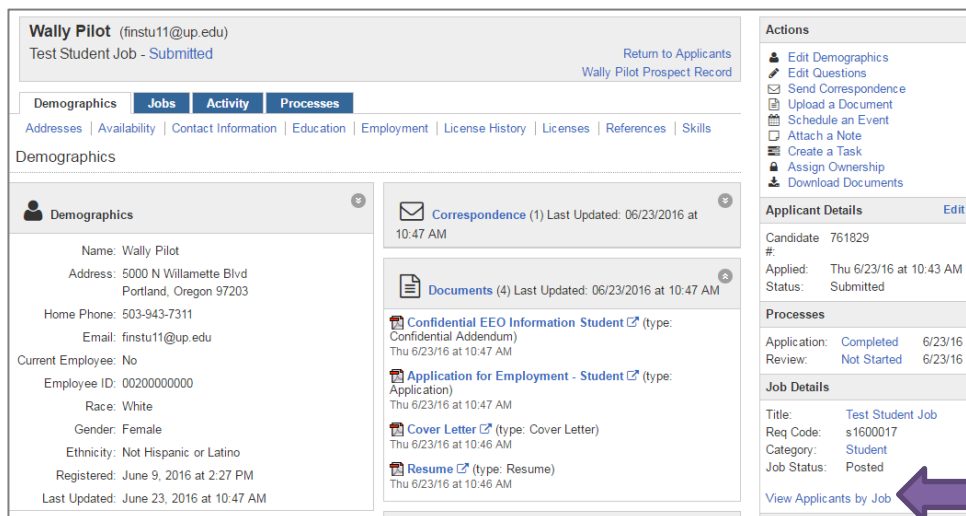
# HELP SHEET

- This will bring up a decision menu for this applicant.
  - If you are ready to move them forward to interviewing or the next step in the process, select “Complete – Proceed”.
  - If you are not sure if you are ready to move them along but want to keep them in consideration select “Complete – Decision Pending”.
  - If the applicant is not qualified for the position then select “No longer under consideration” at this point and this will disposition the applicant.

Save your decision.

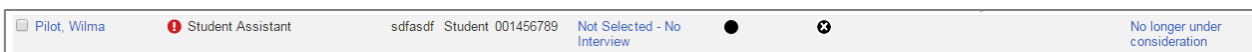


- Once you are done with the current applicant, return to view all applicants by selecting **View Applicants by Job** under the Job Details box. This will take you back to your current applicant group for this specific position for further review of other applicants.



## No Longer Under Consideration

- Once you have selected the “No longer under consideration” option the applicant will still show on your applicant list but you can see that they have been removed from consideration.



If you are certain this applicant will not be moving forward in the hiring process as they don't meet the *minimum qualifications*, you can send a correspondence coming from the Student Employment Coordinator letting them know that they will not be considered for the position (**see Step #19**).

If there is a chance the applicant may be considered upon further review of other applicants, hold off on sending the disposition correspondence until all hires are made.

# HELP SHEET

## Complete – Decision Pending

8. Once you have selected the “Complete – Decision Pending” option, the applicants status will be updated and their review status will change to a half-filled circle showing their pending status. You can return to this applicant at any point in time and modify their status.

NAME	FLAG	BANNER ID	STATUS	APPLICATION	REVIEW	INTERVIEW (STUDENT)	HIRE PROPOSAL
Pilot, Purple	Student	001775770	In Process	●	◐		

**Processes**

Application:	Completed	6/23/16
Review:	Complete - Proceed	6/23/16
Interview - Student:	Not Started	6/23/16

## Complete - Proceed

9. Once you have selected the “Complete Proceed” the system will generate an interview opportunity via the green arrow for the applicant.
10. In the Applicant List under the job you can click on the applicant’s green arrow button to schedule an interview or while viewing a specific applicant you can select **Schedule an Event** under Actions (upper right hand corner).

Events

**Event Details**

Type: 1st Interview

\*Name: 1st Interview - Wally Pilot

Status: Interview Scheduled

**Schedule Event**

\*Start Date: 06/23/2016 Today 12:00 PM

\*End Date: 06/23/2016 Today 1:00 PM

Meeting Description:

Send Reminder: Don't send reminder before event

Recurrence:  Does not recur  Daily  Weekly  Monthly  Yearly

**Event Participants**

Attendees:

This will create a 1<sup>st</sup> Interview for this applicant and allow the hiring manager to send the applicant and themselves an invitation to the event. Once the details of the interview are filled in, you can hit Save & Send which will populate an event correspondence to type your email and to send along with Outlook Calendar Invite. If you choose to manage the interview using only Outlook and not through HireTouch, you can select save instead of Save & Send in the Interview Event without entering details to move the candidate forward in the process.

11. After interviews are complete, you can return to your applicant under the applicant list for the job. Select the half-filled circle under Interview.

NAME	FLAG	BANNER ID	STATUS	APPLICATION	REVIEW	INTERVIEW (STUDENT)
Pilot, Purple	Student	001775770	In Process	●	◐	
Pilot, Student	Student	001691934	Submitted	●	◐	
Pilot, Wally	Student	00200000000	Submitted	●	◐	
Pilot, Willamette	Student	001234567	Submitted	●	◐	
Pilot, Wilma	Student	001456789	In Process	●	◐	

12. A decision menu will pop up, letting you make a decision regarding the applicant. If you would like to hire this applicant select “Complete – Proceed” which will initiate a Hiring Proposal. If you are not sure you are ready to move them along but want to keep them in consideration select “Complete – Decision Pending”. If the applicant is no longer being considered, select “No longer under consideration” to disposition the applicant. Save your decision.

**Interview - Student Process**

STATUS	DATE	USER
In Process	Thu 6/23/16 at 11:30 AM	Molly Walsh
Not Started	Thu 6/23/16 at 11:16 AM	Molly Walsh

**Update Status**

Status:  Not Started  Complete - Decision Pending  Complete - Proceed  No longer under consideration

# HELP SHEET

## Hiring an Applicant

13. Once you have decided to hire an applicant, you will need to start the Hiring Proposal. Returning to the applicant list under the Job you can select the **Not Started** option under the Hire Proposal column.

NAME	FLAG	BANNER ID	STATUS	APPLICATION	REVIEW	INTERVIEW (STUDENT)	HIRE PROPOSAL
Pilot, Purple	Student	001775770	In Process	●	●		
Pilot, Student	Student	001691934	Submitted	●	●		
Pilot, Wally	Student	00200000000	In Process	●	●	●	Not Started

14. This will take you into the Hiring Proposal for this applicant. You will need to scroll to the bottom of the screen where you see the Hiring Proposal 1 and select the **Start** button under Actions.

Form Name	Due Date	Status	Completed	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
Pre-Screening Survey										
Pre-Screening Survey			Fri, 7/8/16 at 12:22 PM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Student Application Materials										
Application for Employment - Student	Fri, 7/15/16		Fri, 7/8/16 at 1:03 PM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Confidential EEO Information Student	Fri, 7/15/16		Fri, 7/8/16 at 1:05 PM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Hiring Proposal Student										
Hiring Proposal 1 - Student_Hiring Manager							Start			Remove
Hiring Proposal 2 - Student_SEC							Start			Remove

15. Part 1 of the Hiring Proposal will open. Enter the Compensation Details. Enter any specific comments about this hire in the **Hiring Manager Comment** section. This could include a specific class a student is TA for, the Professor they are working for or other information that you would like the Student Employment Coordinator to know. Select Save and Continue.

**Hiring Proposal 1 - Student\_Hiring Manager**

Hiring Proposal Part 1 - Hiring Supervisor (STEP 1 OF 1)

**Job Details**

Position Title: My Test  
 Supervisor: Laura Barnard  
 Proposed Hire: Wally Pilot  
 Student ID:  
 Job Code:  
 Hiring Department: Financial Aid  
 Pay Type: Hourly

**Compensation Details**

Please provide the hourly wage for the new student employee hire. The wage scale for hourly employees is set at a minimum of \$9.75 and up to \$10.00 per hour.

Hourly Wage: \$9.75/hr  
 Requested Start Date: 07/16/2016 Today  
 FUND: 1000  
 3 digit ORG#: 380

**Additional Information**

Please provide any other additional information you would like to note regarding this hire. Once your proposal is completed, save and continue to submit and initiate the approval process. You will be notified via email once the Student Employment Coordinator has reviewed this position.

Hiring Manager Comments:

Save and Continue Save Exit

16. Next, you will see approval. It will default to the Student Employment Coordinator. **DO NOT CHANGE** this selection. Select Save.

Form: Hiring Proposal 1 - Student\_Hiring Manager  
 Form Originator: Barnard, Laura

Title	Name
Student Employment Coordinator	Approver: Barnard, Laura

Save Save Approvers Only Edit Approvers


17. **Your portion is now done!** Part 2 of the Hiring Proposal will be reviewed and completed by the Student Employment Coordinator.


18. Once the student has completed the hiring paperwork, email notification will be sent to the new hire and hiring manager that the student can begin working. Student employees **cannot** start working until email is received.

# HELP SHEET

## Remember to Disposition!

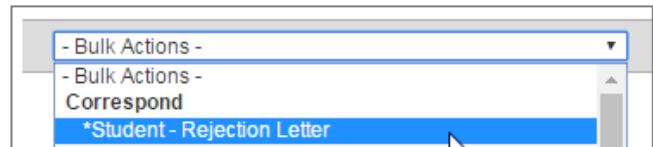
19. Please let student employees who were not hired know that they are no longer under consideration and that you have filled your position. Return to the applicant list for your specific job and select the check box next to the applicants that you would like to disposition.



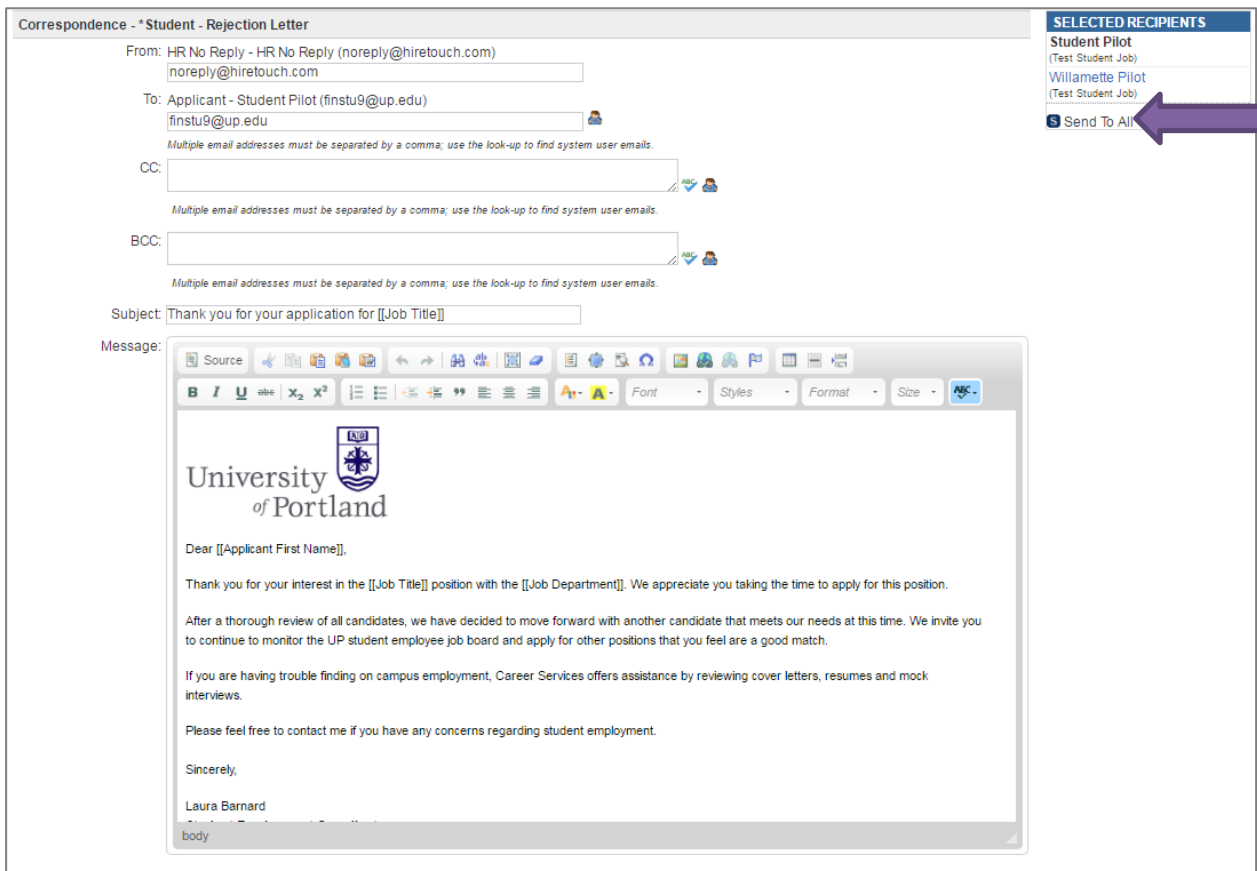
<input type="checkbox"/> NAME ▼	FLAG	BANNER ID	STATUS	APPLICATION	REVIEW
<input type="checkbox"/> Pilot, Purple	Student	001775770	In Process	●	●
<input checked="" type="checkbox"/> Pilot, Student	Student	001691934	Submitted	●	+
<input type="checkbox"/> Pilot, Wally	Student	0020000000	In Process	●	●
<input checked="" type="checkbox"/> Pilot, Willamette	Student	001234567	Submitted	●	+
<input type="checkbox"/> Pilot, Wilma	 Student	001456789	In Process	●	●

- Bulk Actions -

20. Next go down to the bulk actions drop down and select Correspond – \*Student Rejection Letter.



21. This will bring up a pop-up screen that shows the template email. If you would like a copy of this email, you can bcc yourself. This email is sent from the Student Employment Coordinator and has recommendations for the student's future job searches. If you are ready to send to all the students you have selected then use the Send to All in the upper right hand corner, you can see the students in the population above. If you would like to send on an individual basis then use the Send Email button towards the bottom of the page.



Correspondence - \*Student - Rejection Letter

From: HR No Reply - HR No Reply (noreply@hiretouch.com)  
noreply@hiretouch.com

To: Applicant - Student Pilot (finstu9@up.edu)  
finstu9@up.edu

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

CC:


Multiple email addresses must be separated by a comma; use the look-up to find system user emails.


BCC:

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

Subject: Thank you for your application for [[Job Title]]

Message:



  
University of Portland

Dear [[Applicant First Name]],

Thank you for your interest in the [[Job Title]] position with the [[Job Department]]. We appreciate you taking the time to apply for this position.

After a thorough review of all candidates, we have decided to move forward with another candidate that meets our needs at this time. We invite you to continue to monitor the UP student employee job board and apply for other positions that you feel are a good match.

If you are having trouble finding on campus employment, Career Services offers assistance by reviewing cover letters, resumes and mock interviews.

Please feel free to contact me if you have any concerns regarding student employment.

Sincerely,  
Laura Barnard

body

**SELECTED RECIPIENTS**

- Student Pilot (Test Student Job)
- Willamette Pilot (Test Student Job)

**S** Send To All