Managing and Progressing the Candidate Pool: Non-Benefited Hires

This guide will cover:

- Screening non-benefited candidates, advancing the candidates to the offer stage and finalizing the hire.
- **Direct Hires:** please scroll down to **Finalizing the Hire** for instructions on how to complete this process. Further instructions follow that section.

Although this guide outlines the basic steps of the systematic process, remember the Human Resources Employment Partners (307-766-2377) are available for questions and guidance at any point in the process.

Access Recruiting

Navigate to the Recruiting section of WyoCloud from WyoWeb.

- Upon signing in, the homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left corner.

- Select **Recruiting** under the My Team header within the Navigator.
Navigate to the **Recruiting** section.

Adobe Flash is required for use of recruiting. For assistance enabling Flash within your browser, see this [Knowledge Base article](#).

**Access List of Candidates**

Navigate to the Requisition that is being filled and select the candidate to screen their profile.

- Click on **Requisitions** in top tool bar or the dashboard.
On the Requisitions window, find the Requisition that is being filled.

- Click on the number link next to the Requisition Title to view the list of candidates.

### Screening Candidates

Review candidate information, and progress into approvals.

- Select the candidate name to review their application.
Candidate information can be reviewed by clicking the **expand icon** in each section of the candidate file.

### 1. Candidate Profile

**Candidate Personal Information**

- **First Name**: Donald
- **Last Name**: Duck
- **Address (Line 1)**: 2229 E Grand Ave
- **City**: Laramie
- **Place of Residence**: Laramie
- **Zip/Postal Code**: 82072
- **Primary Number**: 825-985-9035
- **Email Address**: mochu.8812@gmail.com
- **Social Security Number**: 000-00-0000
- **Gender**: Male
- **Employee Number**: 12345

### 2. External Services

### 3. Submission Information

### 4. Profile Information

### 5. Experience and Credentials
- Please note section 6. **Questionnaire** includes answers to the required UW application questions such as veteran status and conviction related information.
  
  **Note:** Candidates cannot be screened out based upon the answers to these questions. If you have questions/concerns, contact your Employment Partner (307-766-2377).

### 6. Questionnaire

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever been convicted of or pleaded guilty to a crime against a minor or a sex crime involving violence? Please note: choosing <strong>YES</strong> does not preclude you from employment at the University of Wyoming. Violations are reviewed on a case-by-case basis.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2. If you have answered <strong>YES</strong> to having a sex crime, please provide information below and contact Human Resources to provide necessary documentation.</td>
<td></td>
</tr>
<tr>
<td>3. If you have answered <strong>YES</strong> to having a crime, please provide information below and contact Human Resources to provide necessary documentation.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4. If you have answered <strong>YES</strong> to having a felony, please provide information below and contact Human Resources to provide necessary documentation.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5. Have you ever been determined that you violated a policy or regulation of that employer? Please note: choosing <strong>YES</strong> does not preclude you from employment at the University of Wyoming. Policy violations are reviewed on a case-by-case basis.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6. If you answered <strong>YES</strong> to violating a policy or regulation of your previous employer, please explain below.</td>
<td></td>
</tr>
<tr>
<td>7. Are you an honorably discharged veteran who, at any time, has lived in the state of Wyoming for at least one year?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

- Click on the **Attachment** tab to view documents the candidate submitted such as cover letter, resume/CV and/or other supplemental documents, if submitted.
Once all candidates have been reviewed, navigate back to the Requisition by clicking on the Job Title. To manage candidates, select the box next to their name and Click on the **More Actions** drop down then **Change Step/Status**.

- **Note:** When changing the status of multiple candidates at once, all selected candidates must be in the same step/status and be moving to the same step/status.

In the pop up window, use the **New Status** drop down to indicate the candidates’ appropriate status. Mark **Proceed to 1st Round Interview** for candidates you would like to interview.

- Note Rejected and Withdrawn candidates accordingly, and mark the most correct Additional Information.

- Click **Save and Close**.
Interview Steps

The Hiring Manager (or Search Committee) will schedule and conduct interviews outside the system and hiring manager/assistant will update the candidates to the appropriate statuses.

- Throughout the interview scheduling and completing process, candidates’ statuses should be updated until you are ready to make an offer.

Pre-Offer

- At this time, the Hiring Manager/Assistant is responsible for communicating the verbal offer of employment outside of the system. This action typically occurs over the phone. Once the hiring manager speaks to the candidate, the hiring manager indicates the next appropriate status. To do so, click on More Actions, and Change Step/status on the candidate profile.
The Hiring Manager will update the step/status based on the candidate’s response. If the candidate accepts the verbal offer, select **Proceed to Written Offer**, add the appropriate **Start Date** and **Hourly Rate** in the comments box, Click **Save and Close**.

- Please follow the posted process on determining Start Dates – see information in the Hiring Toolkit: “How to Determine What Your Employee’s Start Date Can Be.”

- If the candidate has declined the verbal offer, select **Withdrawn** and indicate the most appropriate **Additional Information**. Click **Save and Close**.

**Finalizing the Hire (Direct Hire Process Begins at this point)**

*Direct Hires:* The Employment Partner will bypass candidate to this step and follow along with these steps.

Once the verbal offer is accepted and the candidate’s status is changed to **Proceed to Written Offer**, your Employment Partner is notified to start the offer process. If you forgot to include hire details in the comment box, contact your Employment Partner to communicate specific hire details, such as start date, and other information.

The recruiter will kick off appropriate actions in the system to finalize the hire. Throughout this process, the Hiring Manager/Assistant will be able to view changes in the candidate’s status within the requisition. In addition, some stages include email notifications to the Hiring Manager (when the offer has been accepted, for example). The following are some examples of the stages the candidate will move through.

The Employment Partner will prepare the written offer and send it through appropriate approvals. These approvals begin with the Hiring Manager and continue up the chain of command to the Appointing Manager level. While approvals are in progress, this is noted on the candidate’s status as **Approval in Progress**.
Once all approvals are received, the candidate will show with a status of **Offer Approved**.

After approvals are complete, the Employment Partner will extend the offer, which places the candidate in the **Offer Extended** status.

**Hiring Managers/Assistants should be following up with their hires to ensure they review and accept the position electronically in a timely manner. Once the offer has been extended, the candidate will receive an email with instructions on how to review/accept the offer.**
After the offer has been accepted electronically by the candidate, the Employment Partner will continue to work with the candidate to complete a second pass application (personal details which are not collected as part of the application are provided, such as social security number, date of birth and gender) and background screening, if necessary.

**Sending Correspondence to Unsuccessful Candidates**
Throughout the process, it is the Hiring Manager/Assistant’s responsibility to communicate to other candidates that they are no longer in consideration for the position. This can be done earlier in the process for candidates you know will not be considered even if a top candidate withdraws. However, it **must** be completed for all remaining candidates prior to finalizing the hire.

- To send a rejection to a candidate, check the box next to the rejected candidate’s name.
- Click **More Actions** and **Send Correspondence**.

- In the **Send Correspondence** pop-up window, click the **selector icon** next to **From Template** to choose a pre-defined template.
In the Template Selector pop-up window, click **Select** next to the appropriate rejection template.

Click **Next** on the Send Correspondence window.

In the **Message Preview** window verify that all information is correct. To edit the message, click **Edit**.

Once all information has been verified, click **Send**.

Correspondence can be sent for multiple candidates at once only if they are in the same step/status AND have the same reason for rejecting (i.e., did not meet minimum qualifications).

Completing a Non-Benefited Direct Hire

The first step will be to create a requisition for the hire, making the direct hire indications as directed in the Creating Requisition Quick Reference Guide. After the requisition is completely approved, the following steps will occur.

- Hiring Manager will receive email from Employment Partner with link to provide candidate after requisition has been approved and posted to the private URL.
- The link should be provided to the candidate so that they can apply to the direct hire link.
- Once candidate applies Employment Partner bypasses steps/statuses to Offer.
- Employment partner will create offer, submit for approval, and extend to candidate.

Bracketed information within the template should **not** be removed. It will be auto-populated by the system upon sending.
After the offer has been approved and accepted, the Employment Partner will continue to work with the candidate to complete a second pass application (personal details which are not collected as part of the application are provided, such as social security number, date of birth and gender) and background screening (if required for position).

The candidate will be submitted for hire and the Employment Partner will initiate I9 process as appropriate.

You have now completed the steps to manage and progress the candidate pool for non-benefited hires.