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 **STEP 8: Completing a Non-Benefited Direct Hire** for instructions on how to complete this process.

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

**Step One: 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.
- First click **My Team** to expand, then click **Recruiting** within the Navigator.
Navigate to the Recruiting section.

Adobe Flash is required for use of recruiting. For assistance enabling Flash within your browser, see the Enable Flash in Firefox and Chrome quick reference guide.

Step Two: 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.

<table>
<thead>
<tr>
<th>Requisitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>5 Pool Position Limited Tempor-Front Desk Assoc</td>
</tr>
<tr>
<td>2 Graduate Teaching Assistant</td>
</tr>
<tr>
<td>1 Office Associate</td>
</tr>
<tr>
<td>0 Project Coordinator</td>
</tr>
<tr>
<td>1 Graduate Teaching Assistant</td>
</tr>
</tbody>
</table>

STEP 3: Screening Candidates

Review candidate information, and progress into interview or not considered status.

- 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): 2239 E Grand Ave
- City: Laramie
- Zip/Postal Code: 82072
- Primary Number: 825-985-5035
- Email Address: notepad812@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 and Staffing Partner (307-766-2377).

### 6. Questionnaire

<table>
<thead>
<tr>
<th>Question</th>
<th>Applicant</th>
<th>Required/Assist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever been convicted of or pleaded guilty or no contest to a sex crime against a minor or a sex crime involving violence? Please note: choosing YES does not preclude you from employment at the University of Wyoming. Convictions are reviewed on a case-by-case basis.</td>
<td>Yes</td>
<td>—</td>
</tr>
<tr>
<td>2. If you have answered YES to having a sex crime, please provide information below and contact Human Resources to provide necessary documentation.</td>
<td>No</td>
<td>—</td>
</tr>
<tr>
<td>3. Have you ever been convicted of or pleaded guilty or no contest to a felony? Please note: choosing YES does not preclude you from employment at the University of Wyoming. Convictions are reviewed on a case-by-case basis.</td>
<td>Yes</td>
<td>—</td>
</tr>
<tr>
<td>4. If you have answered YES to having a felony, please provide information below and contact Human Resources to provide necessary documentation.</td>
<td>No</td>
<td>—</td>
</tr>
<tr>
<td>5. Have your current or previous employer ever determined that you violated a policy or regulation of that employer? Please note: choosing YES does not preclude you from employment at the University of Wyoming. Policy violations are reviewed on a case-by-case basis.</td>
<td>Yes</td>
<td>—</td>
</tr>
<tr>
<td>6. If you answered YES to violating a policy or regulation of your previous employer, please explain below.</td>
<td>No</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</td>
<td>—</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.
- If no attachments are listed, you can send correspondence to the candidate requesting required materials.

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*Deck, Donald applied for position:
Pooled Position Limited Tempor-Front Desk Assoc (1900037)*

**Attachments**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Type</th>
<th>Size</th>
<th>Comments</th>
<th>Visible by candidates</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Template.doc</td>
<td>No</td>
<td>20 kb</td>
<td>No</td>
<td>Submission</td>
<td>Feb 12, 2019, 3:09:03 PM</td>
</tr>
</tbody>
</table>

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- 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.
- Mark **Not Considered – Hiring Manager** and **Withdrawn** candidates accordingly, and mark the most correct **Additional Information**.
- **Click Save and Close.**
Step Four: 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.

Step Five: 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.
- At this time, a Start Date and Pay Rate is agreed upon between the Hiring Manager/Assistant and Candidate. Please refer to the Hiring Toolkit to determine a start date.
- 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**.
STEP 6: Finalizing the Hire

Once the verbal offer is accepted and the candidate’s status is changed to *Proceed to Written Offer*, your Employment and Staffing Partner is notified to start the offer approval process. If you forgot to include hire details in the comment box, contact your Employment and Staffing Partner immediately to communicate start date and pay rate.

The Employment and Staffing Partner 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. The following are some examples of the stages the candidate will move through.

The Employment and Staffing Partner will prepare the written offer and send it through appropriate approvals. These approvals include the Hiring Manager plus one. 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 and Staffing 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.

Once all personal data and screenings are complete, the hire will be finalized and the Employment and Staffing Partner will export the candidate for processing into HCM. At this time the candidate status will indicate **Hired – External** or **Hired – Internal** as appropriate.

If needed, the candidate will receive an email from Sterling Talent Solutions to initiate the I-9 process. Please ensure your employee completes Section 1 of the I9 on or before their start date.

**Step Seven: 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 (ie: did not meet minimum qualifications).

Bracketed information within the template should not be removed. It will be auto populated by the system upon sending.
Step Eight: 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.

- The Hiring Manager/Assistant receives an email from the Employment and Staffing Partner with a private application link to provide to the candidate.
- The candidate must apply to the provided application link.
- Once the candidate applies, the Hiring Manager/Assistant will progress the candidate to the Proceed to Written Offer status and include the Start Date and Hourly Rate in the comments box, Click Save and Close. The Employment Partner will create offer, submit it for approval and initiate a background check if needed.

After the offer has been approved, the Employment and Staffing 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 confirm the background screening (if required for position) is complete and clear.

Once all personal data is provided and screenings are complete, the hire will be finalized and the Employment and Staffing Partner will export the candidate for processing into HCM. At this time, the candidate status will indicate Hired – External or Hired – Internal as appropriate.

If needed, the candidate will receive an email from Sterling Talent Solutions to initiate the I-9 process. Please ensure your employee completes Section 1 of the I9 on or before their start date.

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