TRANSITION CANDIDATES

TEXAS TECH UNIVERSITY
Human Resources™

Below are the HR status changes **required** to move a candidate through the hiring process in Kenexa. Each status has step by step instructions on the actions required to move on to the next stage. Some are automatic while others are initiated by the department.

1. **MANAGER REVIEW**:
   Candidates come into the requisition folder at this status. Use the Hiring Matrix to evaluate candidates.
   - **NOT** Interested in a candidate?
     i. **Department** adds a Disposition form. *(refer to Candidate Management handout)*
        - System will remove candidate from department view
   - Interested in Candidates? **SCHEDULE INTERVIEWS**.
     ii. **Department** updates HR status to: **REQUEST INTERVIEW**
2. **INTERVIEW COMPLETE:**
   - After interviews are complete, the department will up the HR Status
   - **Department** adds Interview Feedback **form**

   Multiple rounds of interviews?
   - Add Interview Feedback **form** for each round of interviews with your candidate

   NOT interested in a candidate after the Interview?
   - ADD Interview Feedback **form**
   - ADD Disposition **form**
   - System will remove candidate from department view
3. ***STAFF SELECTION SUMMARY***: This form must be completed and approved before moving forward with offer
4. **REFERENCE CHECK**:
   - **Department** adds Reference Check **form**. *(Professional/Personal Reference - TTU Employment History Verification)*
5. **PREPARE OFFER**:
   - **Department** adds Offer Outline **form**.
     - There should be at least **5 business days** between the day the Offer Outline **form** is approved by HR and the *projected* start date. *(follow Offer Outline Form handout)*
   - Save and Route **form** for approvals.
   - **Form** must be approved for the system to change the HR status to "Extend Offer"
6. **EXTEND OFFER**:
   - **Department** creates Offer Document for Staff and Instructors. *(follow Create Official Offer Document handout)*
   - Post to Candidate Portal.
   - Candidate must accept offer for system to change status to "Offer Accepted"
   - Faculty offer documents are created by the Provost Office
7. **OFFER ACCEPTED**:
   - The system will change the candidates HR status once they have accepted their offer letter.
   - When the offer is accepted, they will receive an email from HIRERIGHT to initiate the background check process. (*Background checks requested outside the system will be declined unless prior approval has been made.)*
8. **HR PROCESSES**:
   - Following status changes occur by the system and do not require any action by the department.
     i. *Initiate Background Check*
     ii. *Background Results*
     iii. *Final Offer*
9. **READY TO HIRE**:
   - Once the "Clear to Hire" email is received, the **department** will add the **FINAL CANDIDATE FORM**.
   - **Department** will change the HR status from "FINAL OFFER" to "**READY TO HIRE**"
   - The following status changes happen by the system:
     i. *Send to Banner*
     ii. *Send to Onboarding*
   - Candidate will receive an email to complete their NEW HIRE PAPERWORK electronically.
10. **HIRED**:
    - The system will change the status to "**HIRED**".
    - **Talent Acquisition** will close the REQ once ALL candidates have been dispositioned.

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