Transitioning Candidates for Faculty Searches

This process will be used for all Professorial titles. For "Lecturers" and "Instructors", follow the Transitioning Candidates for Staff Searches.

MANAGER REVIEW (HR Status) Applicants come into the requisition folder at this status.
> **TWO INTERMEDIATE STATUSES**
>> **REQUEST INTERVIEW** (HR Status) **–** Required update
>> **INTERVIEW SCHEDULED** (HR Status) **–** Optional update

INTERVIEW COMPLETE (HR Status) **–** required update for all semi-finalist
> After interviews are complete, the department will update the HR Status

> **COMPANY NOT INTERESTED** (HR Status) **–** This status will automatically be updated for all applicants who are **not** semi-finalists. The department should add a disposition form in Kenexa for these applicants. Generally, these are **only** the applicants not being updated to INTERVIEW COMPLETE. This process will remove the candidates from the department view.

REFERENCE CHECK (HR Status) **–** Required update

PREPARE OFFER (HR Status) **–** Required update
> *(Review Preparing Offer Outline Form instructions prior to attempting to complete the form)*
> - **Department** adds Offer Outline form to the appropriate candidate(s)
> - Save and Route form for approval – at least 2 different people are required to approve the offer outline form. Jessica Williams should be added as an Additional Approver at the end of the approvals.
> - Once the form completes the approval process, the system will change the HR status to "Extend Offer"

EXTEND OFFER (HR Status)
> **Faculty Offer Documents must be prepared through the Provost's Office for the official Offer Letter, following the direction of OP 32.16**

> - Candidate(s) must accept offer in the system for the HR status to update to "Offer Accepted"

OFFER ACCEPTED (HR Status)
> - The system will change the candidate's HR status once they have accepted the electronic offer letter in Kenexa.
> - When the offer is accepted, the candidate will receive an email from HIRE RIGHT to initiate the background check process.
>   **(Department** should supply the new hire with the *What to Expect – Candidate* document)
> - The department will receive a notification email stating the background check process has started.

INITIATE BACKGROUND CHECK (HR Status)
BACKGROUND RESULTS (HR Status)
FINAL OFFER (HR Status)

These HR statuses update automatically in the system and do not require any action by the department.

READY TO HIRE (HR Status)
- When the background check is complete, the department will receive a "Clear to Hire" email from Human Resources, the **department** will add the Final Candidate form.
- **Department** will update the HR status to **READY TO HIRE**

SEND TO BANNER (HR Status)
SEND TO ONBOARDING (HR Status)

These HR statuses update automatically in the system and *do not* require any action by the department.

- Candidate(s) will receive an email to complete their NEW HIRE PAPERWORK electronically.
- *The department will need to add a disposition form to all remaining candidates.*

HIRED (HR Status)

HR will change the status to "**HIRED**".

Talent Acquisition will close the requisition once ALL candidates have been dispositioned.