



# UNIVERSITY OF TORONTO

## Managing and Progressing Job Applicants: A Guide for Hiring Managers

Last Updated: May 11, 2016

### Table of Contents

Understanding the 'Candidate Selection Workflow' .....	2
<i>Progressing a Candidate (Changing the Step and Status)</i>	<b>3</b>

## Understanding the 'Candidate Selection Workflow'

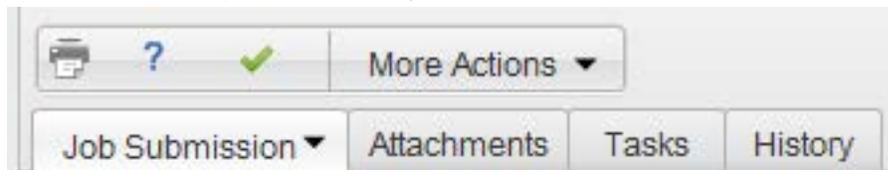
The **Candidate Selection Workflow** represents the stages that candidates progress through to the point of hire. Hiring Managers can progress candidates to the point of Reference Checks, but only HR can mark the successful candidate as Hired and Fill the Requisition.

Additional statuses have been included to allow for grouping / categorizing candidates (i.e. Tier 1 Staff for top candidates); these optional statuses are exclusively for your convenience and can be skipped if preferred.

See below for the **Candidate Selection Workflow** steps and statuses available to you:

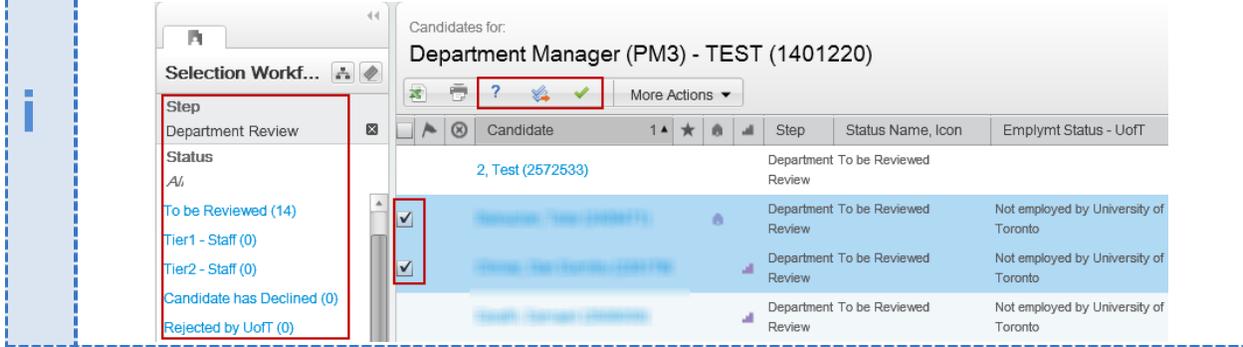
Department Review	Interview	Offer
To be Reviewed	1st interview	Reference Checks
Tier 2 - Staff	2nd Interview	
Tier 1 – Staff	Additional Evaluation	
Under Consideration ?	Proceed to References* □	
Proceed to Interview* □		

The ? and □ icons refer to the quick-progression buttons available wherever you can move a candidate in the Candidate Selection Workflow (you can also hover your mouse over these to see what step or status they will move Candidates to):



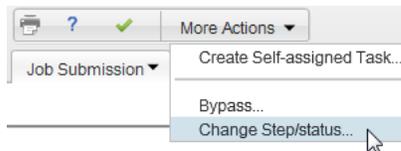


Candidates can be moved in bulk from a requisition-specific candidate list by selecting a given Step in the Candidate Selection Workflow (left), selecting the candidates to move, then using the quick progression buttons:

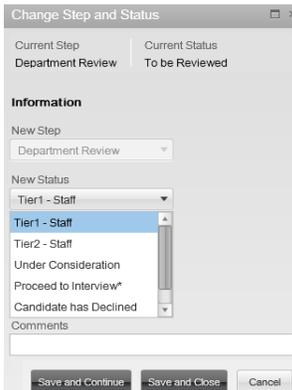


## Progressing a Candidate (Changing the Step and Status)

1. While viewing an application, click on **More Actions > Change Step/Status...**



2. The "Change Step /Status" window is displayed and the next logical action is auto-populated



The asterisk \* indicates a "Completion Status" which will allow you to move the candidate to the next step. In the above candidates can be moved to the **Interview** step at any point.

3. Select the Step or Status that you the candidate should be progressed to then click:
  - a. Save and Close **Save and Close** if you do not want to progress the candidate further



- b. Save and Continue  if you intend to continue progressing the candidate (i.e. moving them to **Tier 1 - Staff** THEN to **Interview**)



If you select **Save and Continue**, the system will auto-populate the next logical step/status; click **Cancel** if you do not want to move the candidate to this step/status

- c. In the event that you accidentally move a candidate to the incorrect Step/Status, you can revert them to their prior step/status by using More Actions > Revert