Click the Jobs Link
Search by Current Recruitment

Click on the title of the job you wish to view
Scroll to the bottom of the requisition.
Click the Close Job link
Mandatory Statuses
(You must use the following statuses to properly close out your requisitions)

**FINAL STATUSES:**
1. **Recommended For Hire** – This status triggers the Offer Card and must be used for each hire on the requisition.
2. **Offer Made** – Use this status once the Offer Card has been approved and the formal offer has been extended.
3. **Offer Accepted** – Use this status once the formal offer has been accepted. Very important status, as this status links the position number to your selected candidate.
4. **Hired** – Use this status once your candidate has cleared their background check if required.
The next slide is showcasing an example of a requisition that has not had their applicants dispositioned to a final status. When closing a requisition it is very important to first disposition all remaining applicants i.e. place them into one of the following final statuses listed below. To learn how to disposition please see our training video online at http://videos.umass.edu/hr

**FINAL STATUSES:**

1. Screened – No Longer Under Consideration
2. Not Screened – No Longer Under Consideration
3. Phone Screened – No Longer Under Consideration
4. Interview – Not Selected for Hire
5. Second/Final Interview – Not Selected for Hire
6. Offer Declined
7. Ineligible
8. Hired
If you see this message this means you did not disposition your candidates. You will not see this message once all candidates have been dispositioned.

Click the Manage applications link to go to your applicant pool and disposition your remaining applicants.
The next slide is showcasing an example of a requisition that has had their applicants dispositioned to a final status. When closing a requisition it is very important to first disposition all remaining applicants i.e. place them into one of the following final statuses listed below. To learn how to disposition please see our training video online at http://videos.umass.edu/hr

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8. Hired
Only select filled, failed search, or cancelled from the drop down window. Never select closed.

Select “No” on the Job closed agency notify form.

Click the Save button once you have selected the status and selected “No” above.
The next slide is showcasing an example of a requisition where you are not going to hire anyone into the position due to a failed search or position being cancelled. You will need to disposition each candidate in your applicant pool and place them into a final status. To learn how to disposition please see our training video online at http://videos.umass.edu/hr

**FINAL STATUSES:**

1. Screened – No Longer Under Consideration
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5. Second/Final Interview – Not Selected for Hire
6. Offer Declined
7. Ineligible
8. Hired
Choose the most appropriate reason for cancelling the position from this drop down. Then leave a comment if you feel inclined.

Only select failed search, or cancelled from the drop down window. Never select closed.

Select “No” on the Job closed agency notify form.

Click the Save button once you have selected the status, reason for cancelling and selected “No” above.
Status Explanations

1. **New** = External non-unit candidates. System automatically sends acknowledgement email to applicants.

2. **AFSCME Review** = AFSCME member. If the position is in AFSCME and the applicant applied within the first 5 business days of the initial posting, then they must be considered prior to considering any external applicants. These restrictions apply to AFSCME positions only. System automatically sends out acknowledgement email to applicant.

3. **PSU A Review** = PSU A member. If the position is in PSU A and the applicant applied within the first 10 business days of the initial posting, then they must be considered prior to considering any external applicants. These restrictions apply to PSU A positions only. System automatically sends out acknowledgement email to applicant.

4. **PSU B Review** = PSU B member. If the position is in PSU B and the applicant applied within the first 5 business days of the initial posting, then they must be considered prior to considering any external applicants. These restrictions apply to PSU B positions only. System automatically sends out acknowledgement email to applicant.

5. **USA/MTA Review** = USA/MTA member. If the position is in USA/MTA and the applicant applied within the first 7 business days of the initial posting, then they must be considered prior to considering any external applicants. These restrictions apply to USA/MTA positions only. System automatically sends out acknowledgement email to applicant.
Status Explanations Continued.

6. **Pending Additional Documents** = Place applicants that are missing a required document in this status. You will be able to edit and send an email to the applicant instructing them to upload their missing document(s).

7. **Meets Minimum Qualifications** = All applicants that meet the minimum requirements for the position should be placed in this status. No emails are sent to applicants from this status.

8. **Screened – No Longer Under Consideration** = Applicants that do not meet the minimum requirements or whom were never interviewed should be placed in this status. This status will send the applicant an email notifying them that they are no longer being considered.

9. **Not Screened – No Longer Under Consideration** = Candidate was never reviewed because they applied after the priority deadline listed on the job posting.

10. **Phone Screen** = If you used a phone screen to aide you in the screening process, place those applicants in this status. No email is sent to applicants from this status.

11. **Phone Screened – No Longer Under Consideration** = Applicants that were phone screened and will not be considered for hire place in this status. No email is sent to applicants from this status.
10. **Interview** = Applicants that are interviewed should be placed in this status. This includes Zoom/Skype interviews. No email is sent to applicants from this status.

11. **Interview – Not Selected for Hire** = Applicants that have been interviewed and will not be hired should be placed in this status. There is a built in communication template titled “Amherst Interviewed Not Selected For Hire” that you may use to notify applicants.

12. **Second/Final Interview** = Applicants that have made it to final interviews or on campus interviews should be placed in this status. No email is sent to applicants from this status.

13. **Second/Final Interview – Not Selected for Hire** = Applicants that made it to the final interview/on campus interview but aren’t being hired should be placed in this status. There is a built in communication template titled “Amherst Interviewed Not Selected For Hire” that you may use to notify applicants.

14. **Faculty Letters of Recommendation** = Place applicants in this status to have the system automatically email their references requesting letters of recommendation.
15. **Reference Check** = Place your final candidate in this status if you want to use the system to email your final candidate’s reference(s).

16. **Recommended For Hire** = This status initiates the Offer Card. Place the candidate you wish to hire in this status then complete the Offer Card that appears. No email is sent to the applicant from this status.

17. **Offer Made** = Place your candidate in this status once the Offer Card has been approved by all approvers and you have extended an offer to the candidate you wish to hire. No email is sent to the applicant from this status.

18. **Offer Accepted** = Place your candidate in this status once they accept your offer. No email is sent to the applicant from this status.

19. **Background Check in Progress** = Talent Management will run a report for candidates placed into “Offer Made” and “Offer Accepted” statuses that require a background check. The system will email the candidate informing them that they will be contacted by our Background Check vendor Creative Services Inc. to complete their application.
Status Explanations Continued.

20. **Offer Declined** = Place your candidate in this status if they decline your offer and will no longer be considered for hire. No email is sent to the candidate from this status.

21. **Hired** = Place your candidate in this status once the background check has been completed and cleared. If no Background Check was required then place your candidate in this status after you have placed them in the Offer Accepted status. No email is sent to the applicant from this status.

22. **Ineligible** = Position was not open to external candidates. You can also use this status for applicants that have applied past the posted deadline. Do not use this status for applicants that are not minimally qualified, those applicant’s should be placed in the screened – no longer under consideration status. No email is sent to the applicant from this status.

23. **Submitted** = Never use this status. All applicants will automatically be placed in this status at the time they submit their application. The system will then automatically place them in the New or applicable Union Review status.

24. **Withdrawn** = Place applicants that have withdrawn from consideration in this status. No email is sent to the applicant from this status.