Non-Tenure Track
Direct Hire
Hiring Process
I. Overview (Slide 3)
II. Creating a Requisition (Slide 8)
   a) Upload a CV, Draft Offer Letter etc. (Slide 14)
   b) Approval Paths (Slide 19)
III. How to Create a Hidden Posting (Slide 22)
IV. Dispositioning Applicants (Slide 25)
V. New Direct Hire Recruitment Statuses (Slide 29)
VI. Completing the Offer Card (Slide 39)
   a. Offer Card Approval Process (Slide 45)
VII. Closing the Req (Slide 49)
What is a Direct Hire?

• An individual who has been identified by an appointing authority outside the context of a search procedure.
  • For Example: A Lecturer identified to teach a 3 credit fall semester course, in order to provide coverage for a sabbatical leave.
  • For Example: A Post-Doc identified by a PI to work on their research project.
New Process for Direct Hires

• **Requisition**
  • Department uploads draft offer letter to requisition
  • Dean’s Office (Approves)
  • Provost’s Office (Reviews/approves requisition and candidate)
  • Departments create hidden posting link and sends it to the identified individual to apply

• **Application**
  • Identified individual applies to the job through the hidden link
  • Abbreviated application

• **Offer Card**
  • Talent Management (Reviews/approves to ensure offer card is complete)
  • Department sends approved offer letter to identified individual.

• **Background Check Completion**

• **ePAF Initiated**
Reappointments

**Searched Positions**
- Non-Tenure Track
  - Greater than 50% if originally hired on a search waiver
  - *must go thru PageUp

**Direct Hires**
- Non-Tenure Track
  - Less than 50%
- Research Fellows & Senior Research Fellows
- Post Doctoral Research Associates
Reappointments for Direct Hires

• Do not need to go through PageUp if the following criteria have been met:
  • The original requisition the individual was hired from is fully complete
  • An application for the individual is in PageUp.
  • The break in service was less than a year.

Questions regarding the status of these three criteria can be directed to Talent Management
New Process for Reappointments

• Has the aforementioned criteria been met?
  • No – A requisition may be needed. Contact Talent Management to see the status of the original requisition and/or application.
  • Yes – Proceed as below

• Complete the Reappointment Form/Letter and gather the appropriate approvals.

• Initiate ePAF
PageUp Direct Hire Process

My Dashboard
Welcome Test, this is your Dashboard where you will see all your tasks organized in various stages.

- **Position Description**
  - My position description - Under review
  - Manage position descriptions

- **New Requisition**
  - 2 Jobs open
  - 1127 Team jobs open
  - **New Requisition**

- **Approvals**
  - 1 Jobs awaiting your approval
  - 1 Approved

- **Advertisements**
  - 0 Advertisements

Click the New Requisition
Select Direct Hire

Select the correct DeptID for the Non-TT position

Enter the position number for the direct hire position

Click Univ of Mass Amherst

Commonly used position numbers for positions less than 50% FTE.

---

Lecturer A U of M UMAMH90256
Lecturer U of M UMAMH90250
Research Fellow UM UMAMH90870
Senior Research Fellow UM UMAMH90869
Post Doctoral Res Assoc UM UMAMH90864
Senior Post-Doctoral Res Assoc UM UMAMH90868

---

About UMass Amherst

UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450 acres in the scenic Pioneer Valley of Western Massachusetts, a highly diverse environment that is both setting close to major urban centers. In addition, the University is...
Enter a position number if you did not do so on the prior screen.

Skip this field

REQUISITION INFORMATION


Position number:

No position selected.

Campus:

Univ of Mass Amherst

Division:

No Division selected.

Department:

Select

Commonly used position numbers for positions less than 50% FTE.

*If your position is 50% FTE or more then you will need to enter a position number with eight digits. You should not enter a position number using the UMAMH prefix in these scenarios. Please contact Talent Management for a new position number in that case.

Select the department the position resides in.

Input your Division.
### NUMBER OF POSITIONS

<table>
<thead>
<tr>
<th>Positions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position no</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

- **Enter the same position number from position number field above**

- **Select**
  - **New**:
  - **Replacement**:

Select the amount of positions required: **New** (additional headcount) or **Replacement** (backfilling an existing employee)

- **Reason:**
  - **Select**

- **Current/Previous Incumbent:**

- **Incumbent termination date:**

- **Working Title/Posting Title:**
  - **Direct Hire**

- **If temporary, please specify duration:**

- **If a term position please indicate the term length:**
  - **Select**

**Update title** i.e. position title – Direct Hire’s Name

**Enter name of direct hire**

**Enter date if applicable**

**Enter appointment period if applicable**
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Classification Type</td>
<td>Select classification</td>
</tr>
<tr>
<td>Date opened</td>
<td>10 Apr 2019</td>
</tr>
<tr>
<td>Date filled</td>
<td></td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Select</td>
</tr>
<tr>
<td>Hours Per Week</td>
<td></td>
</tr>
<tr>
<td>Weeks per year</td>
<td>52</td>
</tr>
<tr>
<td>Shift and Daily Work Schedule</td>
<td></td>
</tr>
</tbody>
</table>
1. You will need to attach a C.V. to the requisition for any direct hires.
2. You will also need to attach a draft Offer Letter to the requisition.
3. Scroll to the top of the requisition and click the “Documents” tab.
4. Follow the steps on the next page to attach a document to a requisition.
Click "Document from a file" to attach a document to the req.

Click Upload file to find a document on your computer.

Select Amherst – Other as the Document category.

Click Save a draft to save the req. without submitting it for approvals otherwise click either Submit buttons to route the req. through your approval process if you have completed filling out the required fields on the “Position info” tab.

Click Save and add another to attach multiple documents otherwise click the Submit and close button to attach your document.
<table>
<thead>
<tr>
<th><strong>FUNDING INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Speed Type lookup</strong></td>
</tr>
<tr>
<td>Enter speed type(s) that will fund the position</td>
</tr>
<tr>
<td><strong>Proposed Budget:</strong></td>
</tr>
<tr>
<td>Enter budgeted amount for the position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FACULTY POSITIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tenure Status:</strong></td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td><strong>Will lab/studio space be needed?:</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>If lab/studio space is needed click here</strong></td>
</tr>
<tr>
<td><strong>Are ISG Campus Interviews Required?:</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>If no lab required, enter proposed office space:</strong></td>
</tr>
<tr>
<td><strong>If this is a joint appointment, please select the secondary hiring authority</strong></td>
</tr>
<tr>
<td><strong>Secondary hiring authority:</strong></td>
</tr>
<tr>
<td>Select</td>
</tr>
</tbody>
</table>
Do you wish to utilize a search committee?:
- Yes
- No

Select No

Search committee chair:
- Skip this field

Chair Communication - HR:
- Skip this field

Search committee members:
- Add Search committee member

Recipient
- No Search committee member selected.

Search committee member information:
Complete the Posting text section

About UMass Amherst

UMass Amherst, the Commonwealth’s flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450 acres in the scenic Pioneer Valley of Western Massachusetts, and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

Job Description:

Requirements:

Additional Information:

Application Instructions:

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.
<table>
<thead>
<tr>
<th>Administrative Support/Originator:</th>
<th>Enter the Record Keeper’s name or the person who created the req. name here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both people will receive emails from PageUp once the req. has been approved</td>
<td></td>
</tr>
<tr>
<td>Hiring Manager:*</td>
<td>Enter Appointing Authority’s name here</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval process:*</td>
<td>Select one of the Amherst Direct Hire Approval Paths</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dean's Office:</td>
<td>Enter your Dean’s Office Approver’s name then leave the remaining approvers as is</td>
</tr>
<tr>
<td>2. Provost Office:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select “Pending Approval” to route your req through your Approval process above</td>
</tr>
</tbody>
</table>

Click “Save a draft” to save the req. without submitting it for approvals otherwise click either Submit buttons to route it through your approval process.
Example of Non Tenure Track Approval Paths (Direct Hire Approval Paths)

<table>
<thead>
<tr>
<th>Step</th>
<th>Approval position</th>
<th>Levels above position</th>
<th>Default user</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dean's Offi</td>
<td>Select ▼</td>
<td>No User selected</td>
</tr>
<tr>
<td>2</td>
<td>Provost Offi</td>
<td>Select ▼</td>
<td>ProvostOffice Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:Provost-HR@umass.edu">Provost-HR@umass.edu</a></td>
</tr>
</tbody>
</table>

*Departments should consult with their respective Dean’s Office regarding appropriate approval path.*
Posting Your Non-TT Position After The Req. Has Been Approved

Open the req. and click on the Posting tab

Click “Add posting sites” to open Source Channels pop-up window
Creating A Hidden Link Once the Req. Has Been Approved

1. Click the word Amherst to refresh the source channel page. Amherst should be highlighted blue, when done correctly.
2. Enter Opening date and time.
3. Click “ + Ungrouped” then select the “Faculty” check box under the Search Categories section.
4. Select Amherst Faculty (Direct Hire) as the “Application form”
5. Check the “Hidden Job” box
6. Review the Posting Text to ensure the correct priority deadline etc. is listed.
7. Click the check box next to Amherst
8. Click the “Submit” button
Posting Your Non-TT Position After The Req. Has Been Approved

Your Non-TT position is set to post if you see the Opening date you selected.

Use the “Actions” button to access a drop down menu

1. **Edit** = Opens the Source Channel Page for editing.
2. **Close** = Close the posting and remove it from the careers page.
3. **Link** = Gives you a direct link that can be placed in external ads.
4. **Job Preview** = A snapshot of the Posting Text
5. **Bulk Update Sourcing Text** = **DO NOT USE**
Click Jobs

Dispositioning Applicants

My Dashboard
Welcome Test, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
My position description - Under review
Manage position descriptions an...

New Requisition
2 Jobs open
1127 Team jobs open
New Requisition

Approvals
1 Jobs awaiting your approval
1 Approved

Advertisements
0 Advertisements

Search committee review
18 Jobs requiring panel review

Offers
0 Offers awaiting your approval

Click on the title of the job you wish to view
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Number</td>
<td>501101</td>
</tr>
<tr>
<td>Position number</td>
<td></td>
</tr>
</tbody>
</table>

**REQUISITION INFORMATION**

- **Visiting Assistant Professor**
- **Campus:** Univ of Mass Amherst
- **Department ID:** 907868
- **Department:** Visiting Assistant Professor
- **Position Reports To:**
- **Job Code:** 907868
- **Pay Grade:** No Pay Grade
- **Union Code:** A580000
- **MSP:** Faculty
- **EEO-1 Category:** Professionals
- **FTE:** 1.0000
- **SOC:** 25-1000-19SecondaryTeachers
- **FLSA:** X-No FLSA Required
- **Job Group:** 22

**Campus:**
- **Univ of Mass Amherst**

**Division:**
- **A582100**

**Department:**
- **Veterinary & Animal Sciences**
See next 3 pages for “Status” explanations

Primary applicant’s name will launch their applicant card

<table>
<thead>
<tr>
<th>Date</th>
<th>Submitted</th>
<th>Status</th>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Email</th>
<th>Address</th>
<th>Phone Extension</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Jun 2019</td>
<td>New</td>
<td>John</td>
<td>Doe</td>
<td>123-456-0123</td>
<td><a href="mailto:marie.mcnamara@pageuppeo.com">marie.mcnamara@pageuppeo.com</a></td>
<td>United St. Massachusetts SC</td>
<td>True</td>
<td>Internet ITA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Jun 2019</td>
<td>New</td>
<td>Reggie</td>
<td>Miller</td>
<td>1</td>
<td><a href="mailto:dannygranger39@yahoo.com">dannygranger39@yahoo.com</a></td>
<td>United St. Indiana</td>
<td>True</td>
<td>Internet ITA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Jun 2019</td>
<td>New</td>
<td>Michael</td>
<td>Jordan</td>
<td>2</td>
<td><a href="mailto:mj123@yahoo.com">mj123@yahoo.com</a></td>
<td>United St. Arkansas</td>
<td>True</td>
<td>Internet ITA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Direct Hire Disposition Process
1. **New** = New applicant. System automatically sends acknowledgement email to applicants.

2. **Meets Minimum Quals/Recommended for Hire** = Place your direct hire into this status if they met the required minimum qualifications. This status will then prompt you to complete the Offer Card.

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

4. **Offer Made** = Place your direct hire into this status once the Offer Card has been approved and you have extended a formal offer to them. No automatic email is sent from this status.

5. **Offer Accepted** = Place your direct hire into this status once they have accepted your formal offer. This status will trigger the background check (if one is required).

*Final Status requires you to enter a disposition code.*
New Disposition Process

6. Background Check in Progress = Applicant(s) will automatically be placed into this status once they complete their background application in the CSI site.

7. Background Check Cleared = Talent Management will place applicants into this status once their background check has been cleared with no flags present. This status will trigger an email to the Admin Support & Hiring Manager on the requisition, notifying both that their applicant has cleared their background check.

8. *Offer Declined = Place your direct hire applicant in this status if they decline your formal offer. No emails are sent from this status.

9. Hired = Place your applicant into this status once Talent Management has updated their status to Background Check Cleared. If no Background Check was required then place your candidate into this status after you have placed them into the Offer Accepted status and their completed Offer Card has been approved. No automatic email is sent to the applicant from this status.

10. *Ineligible = Use this status for applicant(s) that applied to the wrong hidden requisition. Do not use this status for applicants that are not minimally qualified, those applicant’s should be placed into the Screened – No Longer Under Consideration status. No automatic email is sent to the applicant from this status.

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

*Final Status requires you to enter a disposition code.
Click on an applicant’s status to open a pop-up window with additional statuses you may place them into.

Select the status you wish to place the applicant into then click the “Next” button.
When placing applicants into any status that doesn’t have an automatic email template your next pop-up window should be similar to this screenshot.

Review to confirm you are moving your applicant to the correct status.

Do not update any of the fields, simply click the “Move now” button to place your applicant into your specified status.
Your pop-up screen should resemble the screen below, when placing your applicant into a status that has an automatic email or a *Final Status. When using a Final Status, make sure you scroll to the bottom of the window to disposition your applicant(s). See next 3 pages for acceptable disposition codes.

Click the “Move now” button after selecting the appropriate disposition code.
<table>
<thead>
<tr>
<th>Disposition Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted Another Offer</td>
<td>Candidate declined the offer, has accepted offer for a different position either within the University or outside of.</td>
</tr>
<tr>
<td>Candidate Withdrew</td>
<td>Candidate withdrew from consideration verbally or in writing at any point before an offer was made (by phone or email communication from the candidate, etc.).</td>
</tr>
<tr>
<td>Continuing Study</td>
<td>Candidate has declined the offer due to continuing their education.</td>
</tr>
<tr>
<td>Does Not Meet Minimum Qualifications</td>
<td>Candidate does not meet the minimum requirements for the position.</td>
</tr>
<tr>
<td>Does Not Meet Strategic Qualifications</td>
<td>Candidate meets some/all qualifications for the position; however, the search committee or appointing authority has determined the candidate does not meet departmental or university strategic goals.</td>
</tr>
<tr>
<td>Does Not Meet/Unsatisfactory Reference Checks</td>
<td>References (phone or letter) were unsatisfactory.</td>
</tr>
<tr>
<td>Ineligible - Internal Posting Only</td>
<td>Candidate is ineligible - position was not open to external candidates. *Used for internal PSU posting</td>
</tr>
<tr>
<td>Lack of Interest - Job Requirements</td>
<td>Candidate indicated they are unwilling/unable to perform one or more requirements of the job (not willing to work required shift/hours, to relocate or work at required location, etc.).</td>
</tr>
</tbody>
</table>
## Acceptable Disposition Codes

<table>
<thead>
<tr>
<th>Disposition Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of Interest - No Response/No Show</td>
<td>Candidate did not complete a necessary step in the process before an offer was made (did not respond to phone calls or emails, cannot be contacted by phone, did not show for an assessment/test, interview, etc.).</td>
</tr>
<tr>
<td>Not Aligned with Career Goals</td>
<td>Candidate has declined the offer due to position not aligning with personal career goals.</td>
</tr>
<tr>
<td>Offer Rejected by Candidate - Other/Unknown</td>
<td>Candidate has declined the offer due to a reason other than compensation, travel requirements, or the reason is unknown (no reason given, personal reasons, etc.).</td>
</tr>
<tr>
<td>Offer Rejected by Candidate - Pay/Benefits</td>
<td>Candidate has declined the offer due to compensation for the position.</td>
</tr>
<tr>
<td>Offer Rescinded - Background Check</td>
<td>Candidate did not meet University standards as a result of the required background check.</td>
</tr>
<tr>
<td>Offer Rescinded - Work Authorization/Visa Authorization</td>
<td>Candidate was unable to provide required documentation to work in the United States.</td>
</tr>
</tbody>
</table>
## Acceptable Disposition Codes

<table>
<thead>
<tr>
<th>Disposition Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Contract Seniority Rules, Selected a More Senior Candidate</td>
<td>Position is covered by a collective bargaining agreement. Most qualified, senior eligible candidate was selected for the position.</td>
</tr>
<tr>
<td>Personal Reasons</td>
<td>Candidate has declined offer due to reasons they did not wish to disclose.</td>
</tr>
<tr>
<td>Position Cancelled - Not Filled</td>
<td>Position has been cancelled due to department reorganization, budgetary constraints, etc.</td>
</tr>
<tr>
<td>Position Filled</td>
<td>Do not use.</td>
</tr>
<tr>
<td>Position on Hold</td>
<td>Position temporarily put on hold due to department reorganization, budgetary constraints, etc.</td>
</tr>
<tr>
<td>Staying with Current Employer</td>
<td>Candidate declined offer to stay with current employer</td>
</tr>
<tr>
<td>Travel Requirements Unsatisfactory</td>
<td>Candidate declined offer, unwilling/unable to meet travel requirements for the position.</td>
</tr>
<tr>
<td>Unable to Relocate</td>
<td>Candidate declined offer, unwilling/unable to relocate to location of the position.</td>
</tr>
</tbody>
</table>
After clicking the “Move now” button your applicant’s status should be updated to the status indicated on the prior pop-up window.
Click an applicant’s status

- Select Meets Minimum Quals/Recommended for Hire then click Next.
You are about to move Michael Jordan to a different status:

From status: New
To status: Meets Minimum Quals / Recommended for Hire

Communication template: -- No template --

E-mail: Applicant: Yes No

Additional users from Job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

Move now
Offer Card Process

Ensure this is the correct applicant and the correct requisition.
Enter start date
Enter end date if applicable
Enter Exempt
Select appropriate weeks per year
Enter hrs per wk.
Enter Annual Salary

Non-TT Skip these fields

Enter salary information and FTE%

Skip these fields

Skip these fields

Pre TT Appointment Start Date:
Answer Yes if applicant has never worked on campus before or their last hire date was beyond one year.

Enter Reference’s Name, Title & Date contacted

Enter position’s reports to manager

Skip this section
Enter your name here. You will receive an email once the Offer Card is approved.

Click Submit and close to submit Offer Card for approvals.

Only Talent Management is required on the Offer Card approval path. Departments should consult with their respective Dean's Office regarding additional approvals. See next page for approval path examples.
*Departments should consult with their respective Dean’s Office regarding appropriate approval path.*
How To Check An Offer Card’s Approval Status

1. Follow steps outlined on slides/pages 25-28 to get to the Applicant Pool screen as shown below.
2. Click on the applicant’s first name to launch their applicant card.
3. Click on the link that appears under “Offer” this will launch the Offer Card.
4. Scroll to the bottom to view the approval path.

*If you complete the steps above and don’t see an application, contact Talent Management.
To enter new salary after initial salary has been approved click the cancel button.

After completing the steps shown on this slide scroll back to the Salary section on the Offer Card and enter your new salary amount then resubmit through the same approval paths.
My Dashboard
Welcome Test, this is your Dashboard where you will see all your tasks organized in various stages.

- **Position Description**
  - My position description - Under review
  
  Manage position descriptions an...

- **New Requisition**
  - 2 Jobs open
  - 1127 Team jobs open

  New Requisition

- **Approvals**
  - 1 Jobs awaiting your approval
  - 1 Approved

- **Advertisements**
  - 0 Advertisements

- **Search committee review**
  - 18 Jobs requiring panel review

- **Offers**
  - 0 Offers awaiting your approval

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.
## Administrative Support/Originator:
Robert Saunderson

## Hiring Manager:* 
Robert Saunderson

## Approval process:* 
Amherst (Exempt) 2 Approvers

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approver 1:</td>
<td>Robert Saunderson</td>
</tr>
<tr>
<td>2. Approver 2:</td>
<td>Robert Saunderson</td>
</tr>
</tbody>
</table>

### Status:*
Filled

- Close job

---

**Please fill in all mandatory fields marked with an asterisk (*).**
Mandatory Statuses
(You must use the following statuses to properly close out your requisitions)

Important Statuses:
1. Meets Minimum Quals/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 had their direct hire applicant dispositioned to a final status. When closing a requisition it is very important to first disposition your direct hire applicant(s) 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. Offer Declined
3. Ineligible
4. Withdrawn
5. Hired
Only select filled, failed search, or cancelled from the drop down window. Never select closed.

Click the Save button once you have selected the status and selected “No” above.
Requisition Example Two
(Closing a req. from a cancelled position)

The next slide is showcasing an example of a requisition where you are not going to hire anyone into the position due to the position being cancelled or your direct hire not meeting minimum requirements etc.. You will need to disposition your direct hire 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
2. Offer Declined
3. Ineligible
4. Withdrawn
5. 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.

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