Non-Tenure Track
Searched Positions
Hiring Process
# TABLE OF CONTENTS

I. Overview (Slide 3)

II. Creating a Requisition (Slide 5)
   a) Upload a document (Slide 11)
   b) Approval Paths (Slide 16)

III. How to Create a Hidden Posting (Slide 18)

IV. Dispositioning Applicants (Slide 21)

V. New Direct Hire Recruitment Statuses (Slide 25)

VI. Completing the Offer Card (Slide 37)
   a. Offer Card Approval Process (Slide 43)

VII. Closing the Req (Slide 47)
New Process - Initial Hires

**Searched Positions**
- Non-Tenure Track
  - Greater than 50%
  - Search waivers may be granted in unique situations

**Direct Hires**
- Non-Tenure Track
  - Less than 50%
- Research Fellows & Senior Research Fellows
- Post Doctoral Research Associates
New Process for Searched Positions

- **Requisition**
  - Dean’s Office (Approves the search)
  - Provost’s Office (Reviews/approves requisition to ensure it complies with relevant contractual requirements)
  - Talent Management (Reviews/approves the job text and notes section for posting instructions)

- **Posting, Applications, Search Committee Review**

- **Offer Card**
  - Department attaches draft offer letter
  - Talent Management (Ensures the candidate meets minimum qualifications)
  - Provost’s Office (Reviews offer card and draft offer letter)

- **Offer & Acceptance forms**
  - Forward O&A forms to Provost’s Office once Offer Card in PageUp has been approved

- **Background Check Completion**

- **ePAF Initiated**
PageUp Non-TT Searched Positions 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 an...

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

- Approvals
  - 1 Jobs awaiting your approval
  - 1 Approved

- Search committee review
  - 18 Jobs requiring panel review

- Offers
  - 0 Offers awaiting your approval

Click the New Requisition
Select the correct DeptID for the Non-TT position

Select a Template

Enter the position number for the searched position

Click Univ of Mass Amherst

Skip this box and click the Next button to move to a blank Req.

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.
Enter a position number if you did not do so on the prior screen for positions less than 50% FTE.

Skip this field

REQUISITION INFORMATION

Leave blank to automatically create a requisition number

Position number:

No position selected.

Campus:

Univ of Mass Amherst

Division:

No Division selected.

Department:

Select

Choose your Division

-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.
<table>
<thead>
<tr>
<th>Position no</th>
<th>Type</th>
<th>Applicant</th>
<th>Application status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Select New or Replacement**

Enter the same position number from position number field above

Select a reason why the position is vacant i.e. new position

Enter name if applicable

Enter date if applicable

Update title i.e. position title

Enter appointment period if applicable

Pick length of appointment if applicable
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Classification Type</td>
<td><em>Select appropriate classification</em></td>
</tr>
<tr>
<td>Date opened</td>
<td>Skip Date opened and Date filled</td>
</tr>
<tr>
<td>Date filled</td>
<td></td>
</tr>
<tr>
<td>FLSA Status</td>
<td><em>Select Exempt</em></td>
</tr>
<tr>
<td>Hours Per Week</td>
<td><em>Enter number of hours position works a week</em></td>
</tr>
<tr>
<td>Weeks per year</td>
<td><em>Select appropriate weeks per year</em></td>
</tr>
<tr>
<td>Shift and Daily Work Schedule</td>
<td><em>Enter typical work schedule if known</em></td>
</tr>
</tbody>
</table>

Options:
- Faculty Full Time
- Faculty Part Time/Adjunct
- Post Doc (Amherst Only)
- Senior/Research Fellow (Amherst Only)
- Faculty - Academic Year
- Faculty - Calendar Year
- Other
1. If you wish to attach a document to the requisition you will need to scroll to the top of the requisition and click the “Documents” tab.
2. 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.
Enter speed type(s) that will fund the position

Enter budgeted amount for the position

FACULTY POSITIONS

Tenure Status: Select

Will lab/studio space be needed?:
- Yes
- No

Skip this field

If lab/studio space is needed click here

Are ISG Campus Interviews Required?:
- Yes
- No

Skip this field

If no lab required, enter proposed office space:

Skip this field

If this is a joint appointment, please select the secondary hiring authority

Secondary hiring authority: Select

Skip this field
Select Yes

Click button to add Search Committee Members

Email PageUpsupport@umass.edu to add/remove search committee members after requisition has been submitted for approvals in PageUp.

*Search committee chair field grants the user immediate access to the search committee module in PageUp. No formal training is required to use this module.

*Chair Communication – HR field is reserved for the Record Keeper of the Search Committee. This field does not grant a user immediate access to PageUp. This user will need to attend training in order to receive the required access.

Pop-Up window will appear search each member and click the “Add” link to add them to the req. as a SC Member.
Enter Speed Type that funds Ads here

If you plan to advertise externally indicate the advertising sources:
- HigherEd Jobs
- External careers site
- The Chronicle of Higher Education
- Diversity Publications/Websites (please specify)
- Other (please specify)
- LinkedIn
- Intranet
- Trade Publications/Journals (please specify)
- Lowell Sun
- Springfield Republican

List each advertisement source(s) here i.e. websites, journals, periodicals etc.

Posting location:
- UMass Amherst

Enter brief summary of position i.e. Dept. of X seeks applicants for a Non-TT appointment in Physics

PageUp will not post to these sites, this is to inform HR of your advertising plan.
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.
Enter the Record Keeper's name or the person who created the req. name here

Enter Appointing Authority's name here

Both people will receive emails from PageUp once the req. has been approved

Select one of the Amherst Non-TT Approval paths

Select "Pending Approval" to route your req through your Approval process above

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.

Enter your Dept Approver's name then leave the remaining approvers as is.
Example of Non Tenure Track Approval Paths (Searched Positions)

*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
Posting Your Non-TT Position After 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 as the “Application form”
5. Check the Posting Text to ensure the correct priority deadline etc. is listed.
6. Click the check box next to Amherst
7. 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
Dispositioning Applicants

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

Click Jobs
Search by Current Recruitment

Click on the title of the job you wish to view.
Click View applications.
### Non Tenure Track (501101)

<table>
<thead>
<tr>
<th>Status</th>
<th>Last Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Cell Phone</th>
<th>Email</th>
<th>City</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Doe</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>True</td>
<td>True</td>
</tr>
<tr>
<td>New</td>
<td>Miller</td>
<td>Reggie</td>
<td>Miller</td>
<td>123-456-0123</td>
<td><a href="mailto:dannygranger33@yahoo.com">dannygranger33@yahoo.com</a></td>
<td>United St. Indiana</td>
<td>True</td>
<td>True</td>
<td>True</td>
</tr>
<tr>
<td>New</td>
<td>Jordan</td>
<td>Michael</td>
<td>Jordan</td>
<td>123-456-0123</td>
<td><a href="mailto:mj123@yahoo.com">mj123@yahoo.com</a></td>
<td>United St. Arkansas</td>
<td>True</td>
<td>True</td>
<td>True</td>
</tr>
</tbody>
</table>

Clicking an applicant’s name will launch their applicant card.

See next 3 pages for “Status” explanations.
New Non-TT Searched Positions Disposition Process

Change application status - PageUp People - Google Chrome

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFSCME Review</td>
</tr>
<tr>
<td>PSU A Review</td>
</tr>
<tr>
<td>PSU B Review</td>
</tr>
<tr>
<td>USA/MTA Review</td>
</tr>
<tr>
<td>Pending Additional Documents</td>
</tr>
<tr>
<td>Meets Minimum Qualifications</td>
</tr>
<tr>
<td>Screened - No Longer Under Consideration</td>
</tr>
<tr>
<td>Not Screened - No Longer Under Consideration</td>
</tr>
<tr>
<td>Phone Screen</td>
</tr>
<tr>
<td>Phone Screened - No Longer Under Consideration</td>
</tr>
<tr>
<td>Interview</td>
</tr>
<tr>
<td>Interviewed - Not Selected for Hire</td>
</tr>
<tr>
<td>Second/Final Interview</td>
</tr>
<tr>
<td>Second/Final Interviewed - Not Selected for Hire</td>
</tr>
<tr>
<td>Faculty Letters of Recommendation</td>
</tr>
<tr>
<td>Reference Check</td>
</tr>
<tr>
<td>Recommended For Hire</td>
</tr>
<tr>
<td>Offer Made</td>
</tr>
<tr>
<td>Offer Accepted</td>
</tr>
<tr>
<td>Background Check in Progress</td>
</tr>
<tr>
<td>Background Check Cleared</td>
</tr>
<tr>
<td>Offer Declined</td>
</tr>
<tr>
<td>Offer Rescinded</td>
</tr>
<tr>
<td>Hired</td>
</tr>
<tr>
<td>Ineligible</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

Submit  Next >  Cancel
New Disposition Process


2. **AFSCME Review, PSU A Review, PSU B Review, USA/MTA Review** = All of these union statuses are tied to our Classified Non-Exempt & Professional Exempt applications and not our faculty applications; therefore you should never see an applicant in any of these statuses for any faculty positions.

3. **Pending Additional Documents** = Use this status for applicants that did not attach a required document. This status has a built in email template for you to use.

4. **Meets Minimum Qualifications** = All applicants that meet the minimum requirements for the position should be placed into this status. No emails are sent to applicants from this status. Applicants in this status will appear on the 2nd tab in the EEO report.

5. ***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(s) an email notifying them that they are no longer being considered.

6. ***Not Screened – No Longer Under Consideration** = Applicants that were not screened because they applied past the priority deadline or by the time their application was received the position was filled by a qualified candidate. This status will send the applicant(s) an email notifying them that they are no longer being considered.

7. **Phone Screen** = Use this status for applicants that will be phone screened. There is no email sent from this status. Applicants in this status do not appear in the EEO report.

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

8. *Phone Screened – No Longer Under Consideration = Applicants that have completed their phone screen but will no longer be considered for hire should be placed into this status. No automatic email is sent to applicants from this status.

9. Interview = Use this status for applicants that will be interviewed. No automatic email is sent from this status. Applicants placed in this status will appear on the 3rd tab in the EEO report.

10. *Interviewed – Not Selected for Hire = Applicants that have completed their interview but will no longer be considered for hire should be placed into this status. No automatic email is sent to applicants from this status.

11. Second/Final Interview = Use this status for applicants that will have a final interview. No automatic email is sent from this status. Applicants placed in this status will appear on the 4th tab in the EEO report.

12. *Second/Final Interviewed – Not Selected for Hire = Applicants that have completed their final interview but will no longer be considered for hire should be placed into this status. No automatic email is sent to applicants from this status.

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

13. Faculty Letters of Recommendation = Place applicants into this status to trigger the system to automatically email their references requesting letters of recommendation.

14. Reference Check = Place an applicant into this status to view their references. You can then update the email sent to each reference writer. No automatic emails are sent from this status.

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

16. Offer Made = Place your applicant(s) into this status after you have extended a formal offer to them. No automatic email is sent from this status.

17. Offer Accepted = Applicant(s) that have accepted your formal offer should be placed into this status. No automatic email is sent from this status. Applicants in this status will appear on the 5th tab in the EEO report. Leave applicants in this status to trigger the background check if applicable.

18. *Offer Declined = Place any applicant(s) that have declined your formal offer into this status.

19. *Offer Rescinded = Place applicant(s) in this status if you are rescinding an offer. There is no automatic email sent from this status.

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

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

21. Background Check Cleared = Talent Management will place applicants into this status once their background check has been cleared with no flags present.

22. 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 completed the Offer Card. No automatic email is sent to the applicant from this status.

23. *Ineligible = Do not use this status.

22. *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.
## Acceptable Disposition Codes

<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>
<tr>
<td>Disposition Code</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<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 contraints, 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 contraints, 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.
## Completing the Offer Card

### Click an applicant’s status

<table>
<thead>
<tr>
<th>Status</th>
<th>Pref Name</th>
<th>First name</th>
<th>Last name</th>
<th>Phone</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Clark</td>
<td>Clark</td>
<td>Kent</td>
<td>123</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Rick</td>
<td>Rick</td>
<td>Grimes</td>
<td>951-318</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Peter</td>
<td>Peter</td>
<td>Parker</td>
<td>951-318</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Rachel</td>
<td>Rachel</td>
<td>Foster-TEES</td>
<td>123-456</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Unltd</td>
<td>Gabrielle</td>
<td>Union</td>
<td>951-318</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>LL</td>
<td>Larry</td>
<td>Legend</td>
<td>123-123</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Mr. Anderson</td>
<td>Thomas</td>
<td>Anderson</td>
<td>122</td>
<td></td>
</tr>
</tbody>
</table>

### Select Recommended for Hire then click the Next button
You are about to move Clark Kent to a different status:

From status: New
To status: 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:

Leave screen as is and click Move now
Offer Card Process

Please fill in all mandatory fields marked with an asterisk (*).

Mr Reggie Miller (Reggie)

Personal details
- Address: 123 3 Pointer Lane
  Indy, Indiana
  0000001, United States
- E-mail: dannygranger33@yahoo.com
- Applicant number: 45626

View profile

Job details
- Working Title/Posting Title: Test Non Tenure Track For Training.
- Employment type: Faculty Full Time
- Campus: Univ of Mass Amherst
- Department: Site: UMAMHBLDG0118 - Amherst

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

Non-TT Skip these fields

Bi-Weekly Salary:
Hourly Pay rate (if applicable):
Pay Step:

Enter salary information and FTE%

Salary Justification:

Salary Justification (HR Only):
Relocation/Moving Expenses:
Stipend:

Summer Salary:

Pre TT Appointment Start Date:

Skip these fields
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.

Select a Non-TT Faculty Approval Path

See next page for approval path examples.
Example of Non Tenure Track Offer Card Approval Paths (Searched Positions)

*Departments should consult with their respective Dean’s Office regarding appropriate approval paths.*
1. Follow steps outlined on slides/pages 21-24 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.

Enter reason why new offer is being requested. i.e. candidate declined wants new salary of X amount. Then click the OK 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.
Closing Requisitions Guide
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

**Administrative Support/Originator:** Robert Saunderson

**Hiring Manager:** Robert Saunderson

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

<table>
<thead>
<tr>
<th>Approver 1:</th>
<th>Robert Saunderson</th>
<th>Approved 30 Jan 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver 2:</td>
<td>Robert Saunderson</td>
<td>Approved 30 Jan 2019</td>
</tr>
</tbody>
</table>

**Status:**

Filled

Next page

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. 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 and initiates the background check if applicable.
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. Offer Rescinded
8. Ineligible
9. Withdrawn
10. 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.
Requisition Example Two
(Closing a req. with all applicants dispositioned)

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

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. Offer Rescinded
8. Ineligible
9. Withdrawn
10. 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.
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
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. Offer Rescinded
8. Ineligible
9. Withdrawn
10. 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.