Click the Jobs Link.
Search by Current Recruitment

Click on the title of the job you wish to view
<table>
<thead>
<tr>
<th>Page</th>
<th>Submitted</th>
<th>Status</th>
<th>Pref Name</th>
<th>First name</th>
<th>Last name</th>
<th>Phone</th>
<th>Cell Phone</th>
<th>Email</th>
<th>Country</th>
<th>State</th>
<th>City</th>
<th>Ref. Score</th>
<th>Dup</th>
<th>Undisclosed?</th>
<th>Employee</th>
<th>Source</th>
<th>Sub-source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9 Jan 2019</td>
<td>New</td>
<td>Clark</td>
<td>Clark</td>
<td>Kent</td>
<td>123</td>
<td><a href="mailto:123@gmail.com">123@gmail.com</a></td>
<td></td>
<td>United Stu California</td>
<td>CA</td>
<td>SA</td>
<td>False</td>
<td></td>
<td>False</td>
<td>Internet ITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9 Jan 2019</td>
<td>New</td>
<td>Rick</td>
<td>Rick</td>
<td>Grimes</td>
<td>951-318</td>
<td><a href="mailto:rsaun001@gmail.com">rsaun001@gmail.com</a></td>
<td></td>
<td>United Stu Georgia</td>
<td>Atlanta</td>
<td>False</td>
<td>False</td>
<td></td>
<td>False</td>
<td>Internet ITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9 Jan 2019</td>
<td>New</td>
<td>Peter</td>
<td>Peter</td>
<td>Parker</td>
<td>951-318-951-318</td>
<td><a href="mailto:saundersonlk@gmail.com">saundersonlk@gmail.com</a></td>
<td></td>
<td>United Stu Massachuse Suderlia</td>
<td>False</td>
<td>False</td>
<td>False</td>
<td></td>
<td>False</td>
<td>Internet ITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9 Jan 2019</td>
<td>USA/MTA Review</td>
<td>Rachel</td>
<td>Rachel</td>
<td>FonsecaTES</td>
<td>123-456</td>
<td><a href="mailto:rfonseca@ymail.com">rfonseca@ymail.com</a></td>
<td></td>
<td>United Stu Massachuse Ludow</td>
<td>False</td>
<td>False</td>
<td>False</td>
<td></td>
<td>False</td>
<td>Internet ITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9 Jan 2019</td>
<td>USA/MTA Review</td>
<td>Union</td>
<td>Gabrielle</td>
<td>Union</td>
<td>951-318-951-318</td>
<td><a href="mailto:dannygranger33@gmail.com">dannygranger33@gmail.com</a></td>
<td></td>
<td>United Stu Florida</td>
<td>Miami</td>
<td>False</td>
<td>False</td>
<td></td>
<td>False</td>
<td>Internet ITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9 Jan 2019</td>
<td>AFSCME Review</td>
<td>LL</td>
<td>Larry</td>
<td>Legend</td>
<td>123-123</td>
<td><a href="mailto:janedoe123@gmail.com">janedoe123@gmail.com</a></td>
<td></td>
<td>United Stu California</td>
<td>San Fran</td>
<td>False</td>
<td>False</td>
<td></td>
<td>False</td>
<td>Internet ITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9 Jan 2019</td>
<td>AFSCME Review</td>
<td>Mr. Anderson</td>
<td>Thomas</td>
<td>Anderson</td>
<td>122</td>
<td><a href="mailto:123@gmail.com">123@gmail.com</a></td>
<td></td>
<td>United Stu California</td>
<td>LA</td>
<td>False</td>
<td>False</td>
<td></td>
<td>False</td>
<td>Internet ITA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select Recommended For Hire then click Next.
Confirm status change

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

Move now  Cancel
Ensure this is the correct applicant and the correct requisition.
Staff positions: Enter info in each of these fields. Enter End date only if applicable.

Tenure Track Faculty positions: Skip Hours per week & Weeks per year fields.
<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary</td>
<td>Exempt Positions enter Annual Salary</td>
</tr>
<tr>
<td>Bi-Weekly Salary</td>
<td>Non-Exempt Positions enter Bi-Weekly Salary</td>
</tr>
<tr>
<td>Hourly Pay Rate (if applicable)</td>
<td>Temporary Positions enter Hourly Rate</td>
</tr>
<tr>
<td>Pay Step</td>
<td>Non-Exempt Positions enter Pay Step</td>
</tr>
<tr>
<td>Salary Justification</td>
<td>Exempt Positions type salary justifications for salaries above the amount approved by compensation.</td>
</tr>
<tr>
<td>Salary Justification (HR Only)</td>
<td></td>
</tr>
<tr>
<td>Relocation/Moving Expenses</td>
<td>Enter amount if applicable</td>
</tr>
<tr>
<td>Stipend</td>
<td>Enter amount if applicable</td>
</tr>
<tr>
<td>Summer Salary</td>
<td>Use this field for all Fall/Spring Pre-TT appointments</td>
</tr>
<tr>
<td>Pre TT Appointment Start Date</td>
<td>Enter start date of Pre-TT appointment</td>
</tr>
</tbody>
</table>

Tenure Track positions skip these fields

Only Pre-Tenure Track complete these fields
Answer Yes if applicant has never worked on campus before or their last hire date was beyond one year.

Enter position’s reports to manager

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

Select the appropriate approval path. Then click Submit and close. See the next two slides for approval paths.
Identified Hires/Waivers (Blind Postings)
All Colleges/Schools/Depts.
1. *Department HR Manager/Personnel Officer or AO (if applicable)
2. Talent Management
*Check with Personnel Officer

Temporary/Hourly (Searched)
All Colleges/Schools/Depts.
1. Department HR Manager/Personnel Officer or AO
2. Talent Management
## FACULTY OFFER CARD APPROVAL PATHS

### *Tenure Track Faculty*

- All Colleges/Schools/Depts.
  - 1. Dean’s Office
  - 2. Provost Office Faculty
  - 3. Talent Management

*For Academic Year 2018-2019 Searches

### Non-Tenure Track Faculty*

- All Colleges/Schools/Depts.
  - 1. Dean’s Office
  - 2. Talent Management
  - 3. Provost Office Faculty

### Reappointments/Waivers

- All Colleges/Schools/Depts.
  - 1. Talent Management

*Application required for initial PageUp reappointment

### Senior Research Fellow/Research Fellow/Post Doc

- All Colleges/Schools/Depts.
  - 1. Dean’s Office
  - 2. Talent Management
  - 3. Provost Office Faculty
How to check an Offer Card’s Approval Status

1. Follow steps outlined on slides/pages 1-4 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 “Action” button associated with the position.
4. Click the “Offer Details” link. This will launch the Offer Card.
5. 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.
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. **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.

10. **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.
Status Explanations Continued.

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** = Place candidates in this status to initiate the Background Check. The system will email the candidate informing them that they will be contacted by our Background Check vendor Creative Services Inc. Once placed in this status email TalentManagement@umass.edu with the following details to initiate the Background Check: Candidate’s Full Name, Requisition Number, Candidate’s Email Address, Candidate’s start date.
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. 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** = 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.