



Missouri State
U N I V E R S I T Y

The Nuts and Bolts of Using the Online Applicant Summary System

Office for Equity and Diversity

www.missouristate.edu/equity

Presented by

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&

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Graduate Assistant**





Missouri State
UNIVERSITY

a b
o p

Missouri State

Office for Equity and Diversity



Ethics Hotline

About the Office ▶

Filing a Complaint ▶

Search Resources ▶

Education & Training ▶

Disability
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Religious
Accommodations ▶

Immigration ▶

Academic Searches

Professional &
Administrative Staff
Searches

Additional Search
Resources, Forms,
Templates & Policies

Recruitment Resources

Affirmative Action Plan





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[Professional &
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[Additional Search
Resources, Forms &
Templates](#)

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[Affirmative Action Plan](#)

To log on to the Online Recruitment Plan, Applicant Summary, and Employment Offer Request click this link.

[Equity and Diversity](#)

Academic Searches

Academic Searches

[The Academic Search Process: Guidelines for Hiring Faculty and Academic Administrators](#)

[Search Questions & Answers](#)

[Academic Positions](#) (job vacancies)

Forms

[Online Recruitment Plan, Applicant Summary and Employment Offer Request](#)
For searches posted after July 1, 2008

[Affirmative Action Self Identification form](#) (word format)

[Affirmative Action Self Identification form](#) (pdf format)

[Applicant Disclosure Form](#)

Resources for Searches posted before July 1, 2008

[Applicant Summary](#) - used to develop list of applicants, approve searches for interview and close searches

[Employment Offer Request](#)



Missouri State

U N I V E R S I T Y

Missouri State University

Search

a b c d e f g h i j k l m n
o p q r s t u v w x y z

[Missouri State University](#) > [Log In](#)

Log In

The <http://www.ws.missouristate.edu/Hiring/login.aspx?login=oncampus&ReturnUrl=/hiring/Default.aspx> site has requested your credentials.

To continue, please enter your Missouri State University user ID and password below then click the *Log In* button:

User ID:

Example: abc123 or abc123s

Password:

Example: *****

Log in

To protect your personal data, you must close your web browser before leaving this computer

Be wary of any web page that asks you for your user ID and password. Secure Missouri State University web pages that ask you for your user ID and password will generally have web addresses that begin with <https://cams.missouristate.edu>. In addition, your web browser should visually indicate that you are accessing a secure page.

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Create a Recruitment Plan





Create New Search

- Create Administrative/Professional Staff Search
- Create Faculty/Academic Administrator Search

Search Guidelines

- Administrative/Professional Search Guidelines
- Faculty/Academic Search Guidelines

Administration

- Hiring Admin

Hiring

Hiring

Summaries Needing My Approval

These summaries need your approval before they can continue.

Search Number	Position Title	Phase	Action
	Instructor	Approve Recruitment Plan	View

My Searches

No searches were found.

Searches in My Area

Search Number	Position Title	Phase	Action
	test two	Interview Applicants	View
	test title	Contingency Checks	View

To create a new search select the search that pertains to the department

Create Search

Questions for a staff search

About Your Search

Are you requesting to shorten the standard advertising period? A typical advertising period is 3 weeks.

☐ Yes ☒ No

Are you requesting to use an applicant pool from a current search of the same position? (advertised within 60 days)

☒ Yes ☐ No

Please specify the search number:

Is this position only for current full-time university employees?

☐ Yes ☒ No

Is this search to be conducted in a limited recruitment area? (i.e., local versus regional)

☐ Yes ☐ No

Is this an acting or interim position?

☐ Yes ☒ No

Special Circumstances

Is this position to be filled under the dual career assistance program?

☐ Yes ☒ No

Is this hire being made under the diversity hiring program?

☐ Yes ☒ No

Is this search valid under a special agreement? (i.e., grant)

☐ Yes ☒ No

Continue

These questions are used to determine if the search is abridged or standard.

Create Search

Questions for an academic search

About Your Search

Are you requesting to shorten the standard advertising period? A typical advertising period is at minimum 30 days.

☐ Yes ☒ No

Are you requesting to use an applicant pool from another search?

☒ Yes ☐ No

Please specify the search number:

Is this position only for current full-time university employees?

☐ Yes ☒ No

Is this search to be conducted in a limited recruitment area? (i.e., local versus regional)

☐ Yes ☐ No

There is no time to engage in any reasonable recruitment activities. For example, it is only 3 weeks before classes begin.

☐ Yes ☒ No

Special Circumstances

Is this position to be filled under the dual career assistance program?

☐ Yes ☒ No

Is this hire being made under the diversity hiring program?

☐ Yes ☒ No

Is this search valid under a special agreement? (i.e., grant)

☐ Yes ☒ No

Continue

These questions are used to determine if the search is abridged or standard.



Hiring

Create Search

Abridged Justification

Please provide a detailed justification for abridging the full search process. You must also include how you plan to fill this position.

The search chair or Hiring Administrator must provide a detailed justification for abridging a full search process.

A large, empty rectangular text box with a light gray border and a vertical scrollbar on the right side, intended for the user to provide a detailed justification for abridging the search process.

1900 characters remaining.

Continue

Create Search

Date Prepared: 8/4/2008

Prepared By: Adrignola, Antonio M

Phone Number:

Budget Number:

Use FY08 (10-digit) budget numbers

of positions to fill:

Budget Line #(s):

Department:

Division:

Anticipated Search Process: ☒ Standard ☐ Abridged

Is Human Resources sending acknowledgement letters?

☐ Yes ☐ No

Position Information

New Position? ☐ Yes ☒ No

Job Code:

Continue

The position information section assess if the hiring unit has Affirmative Action goals. If the title of the job is not available in the job code section, pick a similar position for the job code.

Create Search

Date Prepared: 8/4/2008

Prepared By: Adrignola, Antonio M

Phone Number: Budget Number:

Use FY08 (10-digit) budget numbers

of positions to fill: Budget Line #(s):

Department: Academic Advisement Center

Division: Administrative and Information Services Division

Anticipated Search Process: ☐ Standard ☒ AbridgedAbridged Search Process Type (Check all that apply): ☒ Shortened Advertising Period☐ Existing Search Pool☐ Limited Recruitment Area☐ Internal☐ Interim Position☐ Special Circumstances - Dual Career Assistance☐ Special Circumstances - Diversity Recruitment Program☐ Special Circumstances - Special AgreementWill the position be advertised? ☐ Yes ☐ NoJustification for abridging full search process:

1999 characters remaining.

All Abridged searches must be approved by the Major Administrator, Human Resources and the Office for Equity and Diversity.

Is Human Resources sending acknowledgement letters?

☐ Yes ☐ No**Position Information**New Position? ☐ Yes ☒ NoJob Code:



Hiring

Create Search

Job Description

Visit the [job descriptions list](#) to view the current description for the job.

If the job description needs to be revised, contact the Assistant Director of Human Resources in the Office of Human Resources at 836-6616 to schedule an appointment to revise the job description.

Continue

Finish Later

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Hiring

Create Search

Affirmative Action Goals

If affirmative action goals are in effect due to underutilization in the job group, the advertising plan must include affirmative action publication sources.

The following goals are in place:

- Minority
- Minority

Continue

Finish Later

Create Search

Proposed Plan of Recruitment

The hiring unit is required to retain a copy of all ads, form letters, and web postings in the Master Search File.

Professional Outlets

- ☐ Chronicle of Higher Education: Print
- ☐ Chronicle of Higher Education: Web
- ☐ Diverse
- ☐ HigherEdJobs.com (funded by HR)
- ☐ Hispanic Outlook
- ☐ Mailing List(s)
- ☐ Other Internet Website(s)
- ☐ Other Professional Publications
- ☐ Professional Meeting/Conference(s)
- ☐ Women in Higher Education: Print
- ☐ Women in Higher Education: Web

Missouri State University Outlets

- ☐ Campus mailing
- ☐ Electronic communication
- ☐ Tech Jobs
- ☒ Vacancy Announcement
- ☒ Vacancy Information Line

Newspapers

- ☐ Columbia Daily Tribune
- ☐ Joplin Globe
- ☐ Kansas City Star
- ☐ Other
- ☐ Springfield News-Leader

Recruitment efforts must assure equal employment opportunity for all applicants, including using targeted outreach efforts to solicit applications from minorities, women, veterans, and persons with disabilities. These recruitment efforts should be reflected in the Recruitment Plan prepared by the search committee and/or hiring unit.

Create Search

Timeline

Target timeline is 90 days.

Approvals and Position Authorization form must be completed by the preceding Tuesday.

Proposed date search committee plans to begin advertising/recruiting:

HR may adjust this date based on approvals. Normally posted on Fridays.

Proposed deadline date:

HR may adjust this date based on approvals. Normally closes on Fridays.

Proposed date for selecting interviewees:

Proposed date to begin campus interviews:

Proposed date to extend employment offer:

Continue

Finish Later

The timeline is based on the needs of the department. However, Human Resources and/or the Office of the Provost can adjust the proposed dates based on approvals. The search committee and/or hiring unit cannot start screening applicants until after the proposed deadline date.

Hiring

Create Search

Search Committee

Search Committees should include both genders and, if possible, one member from an under-represented group.

Hiring Administrators and Search Chairs are required to attend an Office for Equity and Diversity briefing prior to the Recruitment Plan being approved.

Major Administrator

This approver is automatically set based on the supervisor of the division/college specified. If a different approver is desired for this search, you may change it.

Major Administrator: Burris, Gregory L [Specify Different Approver](#)

Hiring Administrator

This approver is automatically set based on the supervisor of the department specified. If a different approver is desired for this search, you may change it.

Hiring Administrator: Davis, Kathy J [Specify Different Approver](#)

Date Attended Search Briefing:

Hiring Unit Secretary

Public ID:

First part of email address
(PublicId@missouristate.edu)

Search Committee Chair

Public ID:

First part of email address
(PublicId@missouristate.edu)

Date Attended Search Briefing:

Sex: ☐ Male ☐ Female

Optional

Race/Ethnicity:

Optional

Search Committee Members

Add Member

The Hiring Administrator (HA) and Major Administrator's (MA) names are prefilled based on the department that was chosen in the recruitment plan. If the HA and/ or MA need to be changed, select "specify Different Approver" and enter the public I.D.

View Recruitment Plan

Recruitment Plan

Applicant Summary

Employment Offer

Search Closure

Date Prepared: 8/4/2008

Prepared By: Adrignola, Antonio M

Phone Number: 6-4483

Line Number: Axxx

Budget Number: 123456789

Position Title: test position

Department: Academic Advisement Center

Division: Administrative and Information Services Division

Anticipated Search Standard
Process:

Review recruitment plan to ensure all information is complete. If changes need to be made, you can edit each section of the Recruitment Plan from this page.

Affirmative Action Goals

- Minority
- Minority

Proposed Plan of Recruitment

Professional Outlets

Chronicle of Higher Education: Print

Chronicle of Higher Education: Web

Diverse

Women in Higher Education: Print

Women in Higher Education: Web

Missouri State University Outlets

Campus mailing

Vacancy Announcement

Vacancy Information Line

Miscellaneous

Personal professional contacts

Timeline

Proposed date search committee plans to begin advertising/recruiting:

8/8/2008

Proposed deadline date:

8/8/2008

Proposed date for selecting interviewees:

8/8/2008

Proposed date to begin campus interviews:

8/8/2008

Proposed date to extend employment offer:

8/8/2008

Search Committee

Major Administrator: Adrignola, Antonio M

Hiring Administrator: Hicks, Christina C

Date Attended Search
Briefing:

Committee Members

[Hiring](#)

Change State

Recruitment Plan

Applicant Summary

Employment Offer

Search Closure

Search Number:

Line Number: Axxx

Position Title: test two

Department: Equity and Diversity, Office of

Search

General Information

Recruitment Plan

Applicants

Employment Offer

Log

Copy Applicants

Change State

Reports

Printable Applicant
Summary

Affirmative Action Report

Equal Opportunity Report -
Export to Excel

Recruitment Source Report -
Export to Excel

Action Needed [Hide](#)

Once all applicant information is entered this search needs to be submitted for approval.

The following information needs to be completed for each applicant:

- First & Last Name
- Tier
- Application Date
- Met Minimum Qualifications
- Signed Application
- Selected for Interview
- Date Acknowledgement Letter Sent

Applicants needing information are marked

Submit Search for Approval

Search

General Information

Recruitment Plan

Applicants

Employment Offer

Log

Copy Applicants

Change State

ReportsPrintable Applicant
Summary

Affirmative Action Report

Equal Opportunity Report -
Export to ExcelRecruitment Source Report -
Export to Excel**Action Needed** [Hide](#)

This search needs to be approved by the Hiring Administrator for the search process to continue.

Approve/Reject

Comments:



500 characters remaining.

Approve

Reject

Search Number:

Line Number: Axxx

Position Title: test two

Department: Equity and Diversity, Office of

Division: President, Office of the

Major Administrator: Hicks, Christina C

Hiring Administrator: Roberts, Jana K

[Edit](#)

Hiring and Major Administrators
An email will be sent to you requesting your approval of the applicant summary. Follow the link and log on to the search needing your approval to see this screen. Add comments and approve/reject the recruitment plan.

Applicant Summary





[Hiring](#)

Hiring

Summaries Needing My Approval

There are currently no summaries needing your approval.

My Searches

No searches were found.

Searches in My Area

Search Number	Position Title	Phase	Action
	test title	Interview Applicants	View

Create New Search

Create
Administrative/Professional
Staff Search

Create Faculty/Academic
Administrator Search

Search Guidelines

Administrative/Professional
Search Guidelines

Faculty/Academic Search
Guidelines

Administration

Hiring Admin

General Information

Recruitment Plan

Applicants

Employment Offer

Log

Reports

Printable Applicant
Summary

Recruitment Source Report -

If an applicant applies with a paper employment application you will need to enter his/her information manually. To do this click the "Add Applicant" link.

Position Title: test two

Department: Equity and Diversity, Office of

Action Needed [Hide](#)

Once all applicant information is entered this search needs to be submitted for approval.

The following information needs to be completed for each applicant:

- First & Last Name
- Tier
- Application Date
- Met Minimum Qualifications
- Signed Application
- Selected for Interview
- Date Acknowledgement Letter Sent

Applicants needing information are marked.

Submit Search for Approval

No applicants have been entered for this search.

You should not screen applicants until the search closes.

Add Applicant

Hiring

View Applicant

Last Name:

First Name:

Middle Name:

App Date:

Met min qualifications: ☐ Yes ☐ No

Signed *Missouri State*
Application for
Employment

☐ Yes ☐ No

Interview: ☐ Yes ☐ No

Tier:

Work Authorization

Is the applicant legally authorized to work in the United States?

☐ Yes ☐ No

If not, will the applicant require sponsorship for employment-status visa?

☐ Yes ☐ No

If they will, what is the applicant's immigration status?

If other, please clarify:

500 characters remaining.

If Candidate Selected for Interview

Reason for Selection:

800 characters remaining.

If an applicant submits the Missouri State University Employment Application online, this section of the applicant summary will be prefilled.

If Candidate not Selected for Interview

[View Applicant page 2](#)

Reason for Non-Selection:

Comments:

800 characters remaining.

Applicant Screening Information

☐ Called references

☐ Called off-the-list

☐ Phone interview with applicant

☐ Video conference

☐ Other

Disposition Code:

[Add Applicant](#)

[Cancel](#)

Hiring

View Applicants

Recruitment Plan

Applicant Summary

Employment Offer

Search Closure

Search Number:

Line Number: Axxx

Position Title: test title

Department: Equity and Diversity, Office of

Applicants to be Interviewed [Hide](#)

These applicants have been selected for interview.

	<u>Tier</u>	<u>Name</u>	<u>Signed App</u>	<u>Action</u>
	1	Doe1, John	Yes	View Edit Delete
	1	Doe3, Jane	Yes	View Edit Delete

You can edit applicant information by clicking the edit link here

Other Applicants Considered [Hide](#)

These applicants have not been selected for interview; however, they do meet the minimum requirements.

Reports[Printable Applicant Summary](#)[Affirmative Action Report](#)[Equal Opportunity Report - Export to Excel](#)[Recruitment Source Report - Export to Excel](#)

Once all applicant information is entered this search needs to be submitted for approval.

The following information needs to be completed for each applicant:

- [First & Last Name](#)
- [Tier](#)
- [Application Date](#)
- [Met Minimum Qualifications](#)
- [Signed Application](#)
- [Selected for Interview](#)

[Applicants needing information](#) are marked.

[Add Applicant](#)**[Applicants not Catergorized](#)** [Hide](#)

These applicants have not been catergorized yet. Once more information is entered they will be moved to one of the other categories.

	Tier	Name	Action
			View Edit Delete
			View View Application Edit
			View View Application Edit
			View View Application Edit
		Michael	View View Application Edit
			View View Application Edit
			View View Application Edit
			View View Application Edit

The hiring units can view applicants employment applications by selecting “view application” next to the applicants name.

Print or otherwise save these materials for your master search file

Hiring

View Applicant

Last Name:

First Name:

Middle Name:

App Date:

Met min qualifications: ☒ Yes ☐ No

Signed *Missouri State
Application for
Employment*

☒ Yes ☐ No

Interview: ☒ Yes ☐ No

Tier:

Work Authorization

Is the applicant legally authorized to work in the United States?

☒ Yes ☐ No

If not, will the applicant require sponsorship for employment-status visa?

☐ Yes ☐ No

If they will, what is the applicant's immigration status?

If other, please clarify:

500 characters remaining.

If Candidate Selected for Interview

Reason for Selection:

This applicant met all minimum requirements and had excellent references. This applicant has 8 years of experience in EEO.

679 characters remaining.

If Candidate not Selected for Interview

Reason for Non-Selection:

Comments:

800 characters remaining.

Applicant Screening Information

- | | |
|---|--|
| ☒ Called references | ☐ Called off-the-list |
| ☐ Phone interview with applicant | ☐ Video conference |
| ☐ Other | |

Disposition Code:

O - Interviewed, job offered, applicant hired

Save Changes

Cancel

Save Changes & Continue to Next Applicant

**Search**[General Information](#)[Recruitment Plan](#)[Applicants](#)[Employment Offer](#)[Log](#)[Copy Applicants](#)[Change State](#)**Reports**[Printable Applicant Summary](#)[Affirmative Action Report](#)[Equal Opportunity Report - Export to Excel](#)[Recruitment Source Report - Export to Excel](#)[Missouri State University](#) > [Hiring](#) > [Change State](#)**Hiring****Change State**[Recruitment Plan](#)[Applicant Summary](#)[Employment Offer](#)[Search Closure](#)

Search Number:

Line Number: Axxx

Position Title: test two

Department: Equity and Diversity, Office of

Action Needed [Hide](#)

Once all applicant information is entered this search needs to be submitted for approval.

The following information needs to be completed for each applicant:

- First & Last Name
- Tier
- Application Date
- Met Minimum Qualifications
- Signed Application
- Selected for Interview
- Date Acknowledgement Letter Sent

Applicants needing information are marked.

[Submit Search for Approval](#)

Search

General Information

Recruitment Plan

Applicants

Employment Offer

Log

Copy Applicants

Change State

ReportsPrintable Applicant
Summary

Affirmative Action Report

Equal Opportunity Report -
Export to ExcelRecruitment Source Report -
Export to Excel**Action Needed** [Hide](#)

This search needs to be approved by the Hiring Administrator for the search process to continue.

Approve/Reject

Comments:



500 characters remaining.

Approve

Reject

Search Number:

Line Number: Axxx

Position Title: test two

Department: Equity and Diversity, Office of

Division: President, Office of the

Major Administrator: Hicks, Christina C

Hiring Administrator: Roberts, Jana K

Edit

Hiring and Major Administrators
An email will be sent to you requesting your approval of the applicant summary. Follow the link and log on to the search needing your approval to see this screen. Add comments and approve/reject the applicant summary.

Employment Offer Request



[Hiring](#)

View Applicants

[Recruitment Plan](#)[Applicant Summary](#)[Employment Offer](#)[Search Closure](#)

Search Number:

Line Number: Axxx

Position Title: test title

Department: Equity and Diversity, Office of

[Add Late Applicant](#)**Search**[General Information](#)[Recruitment Plan](#)[Applicants](#)[Employment Offer](#)[Log](#)**Reports**[Printable Applicant
Summary](#)[Recruitment Source Report -](#)[Click here to begin the EOR](#)**Action Needed** [Hide](#)

An Employment Offer Request needs to be submitted for this search. If an offer will not be made, then an Employment Offer needs to be submitted.

[Submit Employment Offer](#)

Before proceeding to the EOR make sure the disposition codes are entered for every applicant

[Enter Codes](#)**Applicants to be Interviewed** [Hide](#)

These applicants have been selected for interview.

<u>Tier</u>	<u>Name</u>	<u>Disposition Code</u>	<u>Action</u>
1	Doe1, John	O - Interviewed, job offered, applicant hired	View Edit Delete
1	Doe3, Jane	N - Interviewed, job offered, applicant declined	View Edit Delete

Hiring

Employment Offer

Recruitment Plan

Applicant Summary

Employment Offer

Search Closure

Search Number:

Line Number: Axxx

Click here to
select
candidates for
the EOR

title

ity and Diversity, Office of

Action Needed [Hide](#)

An Employment Offer Request needs to be submitted for this search. If an offer will not be made, then an Employment Offer needs to be submitted with no selected candidates.

Submit Employment Offer

Selected Candidates

No candidates have been selected yet. Use the link on the left to select candidates.



Select Candidate

Search

General Information

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Printable Applicant
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Recruitment Source Report -

Hiring

Candidate

Select Another Candidate

Name of Candidate:

Address:

150 characters remaining.

Salary:

☐ Monthly ☐ Annually

Beginning Date:

Highest Degree Held by
Candidate:

Is the official transcript on
file? ☐ Yes ☐ No

Select Candidate

Cancel

This dropdown box
will be filled with your
Tier 1 candidates

Hiring**Employment Offer**[Recruitment Plan](#)[Applicant Summary](#)[Employment Offer](#)[Search Closure](#)

Search Number:

Line Number: Axxx

Position Title: test title

Department: Equity and Diversity, Office of

Selected Candidates**Candidate Choice #1** [Edit](#)

Name: Doe1, John

Address: 123 Fake St.

Salary: 0 - Annually

Begin Date: 10/01/2008

Highest Degree: PhD

Transcript on Yes
file?**Candidate Choice #2** [Edit](#)

Name: Doe3, Jane

Address: 321 Fake St.

Salary: 0 - Annually

Begin Date: 10/01/2008

Highest Degree: MS

Transcript on Yes
file?**Applicants Not Selected***All interviewed applicants have been selected.***Rationale for Ranking Candidates**Provide specific and detailed job-related reasons for **all interviewees**, including rationale for ranking, selection, and non-selection:[Save Rationale](#)

Provide a rationale
why your first
choice is the most
qualified

Hiring

Employment Offer

University Seal

[Recruitment Plan](#)

[Applicant Summary](#)

[Employment Offer](#)

[Search Closure](#)

Search Number:

Line Number: Axxx

Position Title: test title

Department: Equity and Diversity, Office of

Action Needed [Hide](#)

An Employment Offer Request needs to be submitted for this search. If an offer will not be made, then an Employment Offer needs to be submitted with no selected candidates.

[Submit Employment Offer](#)

Selected Candidates

Candidate Choice #1 [Edit](#)

Name: Doe1, John

Address: 123 Fake St.

Salary: 0 - Annually

Begin Date: 10/01/2008

Highest Degree: PhD

Transcript on Yes
file?



Select Candidate

Search

[General Information](#)

[Recruitment Plan](#)

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[Log](#)

Reports

[Printable Applicant
Summary](#)

[Recruitment Source Report -](#)



Hiring

Submit Employment Offer for Approval

Certification Statement

By submitting, I certify that the recruitment procedures used in soliciting applicants, selecting qualified applications from among all who applied, and in the offering of employment have been conducted in accordance with Missouri State University hiring procedures, with the intent of equal opportunity employment, and has complied with all documentation and retention of records requirements. Specifically, I certify that:

- All applicants were considered on the basis of their qualifications for the job to be performed without regard to their race, color, religion, sex, national origin, ancestry, age, disability, veteran status or on any basis not related to the applicable job requirements.
- Prior to the selection of final candidates, no unofficial employment offer(s) was/were extended (verbally or in writing).
- The level of pay offered to each applicant to whom an offer is to be made is not less than the advertised level of pay and is based on the applicant's qualifications; any offer above the advertised, approved level was coordinated with and approved by the Office of Human Resources prior to the extension of an offer.

[Hiring](#)

Employment Offer

Recruitment Plan

Applicant Summary

Employment Offer

Search Closure

Search Number:

Line Number: Axxx

Position Title: test title

Department: Equity and Diversity, Office of

Search

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[Log](#)

Reports

[Printable Applicant Summary](#)

[Recruitment Source Report -](#)

Action Needed [Hide](#)

Once the employment offer is completed and all disposition codes are entered this search needs to be submitted for contingency checks and closure. If necessary, additional Employment Offers can be requested.

Submit Search for Contingency Checks & Closure

Request new Employment Offer

Selected Candidates

Candidate Choice #1

Name: Doe1, John

Address: 123 Fake St.

Salary: 0 - Annually

Highest Degree: PhD

Transcript on Yes
file?

Questions?

