How to Hire an Applicant

1. You may hire an online applicant by clicking the # (New) link located next the Applications or by selecting Hire Applicant from the Actions dropdown menu.

2. Click the applicants name link to view the application in a full screen view.

3. To view the resume, click on the Resume link next to their name.

4. Click or hover over the magnifying glass next to the employee’s name to get a quick view format of the application.

5. Schedule an interview with applicants by selecting the check box next to their name and using options from the Select Action Below drop down menu.
   a. Interviewing students is an important part of the process. Please do not offer a student a position without interviewing them first.
   b. Ask questions that will gauge if a student will fit in with the culture. Keep in mind that some students won’t have any work experience so try to get work related information from extracurricular.
iii. Do not use this function to inform applicants you are not interested in hiring them and the job has been filled.

b. Select the check box for the students you wish to interview and then select Send Greeting Email and the Apply Action button.

i. This feature is used to reach out to one or more applicants. If you select more than one applicant to interview, individual e-mails will be sent to each person.

ii. If you don’t want to interview an applicant, ensure that the box next to the candidate is not checked.

1. You may change the body of the email or add additional email recipients in the ‘To’ box then be sure to click Send.

6. To reject an applicant, click the box next to one or more applicants you wish to send a rejection email. Next, click the Select Action Below dropdown. Select Send Reject Email. Then click the Apply Action button.

a. This feature is utilized to inform one or more applicants they did not get this job. To select more than one student, check the box next to their name,
b. You may change the text in the body of the email or add other email recipients in the ‘To’ box, then click the Send button.

i. 7. To hire an employee, select **Hire Applicant** from the **Actions** dropdown list next to the applicant’s name you wish to hire.

a. 8. The student’s name will automatically be selected on the next page. Click **Go to Step 2** to launch the hire validation engine.
9. The system will validate the employee’s account to ensure they are eligible to be hired.
   a. If the employee is NOT eligible to be hired, the system will show a red X next to each eligibility requirement the employee did not meet.
   
<table>
<thead>
<tr>
<th>Student Validation Results</th>
<th>Sc</th>
</tr>
</thead>
<tbody>
<tr>
<td>! [Awarded?]</td>
<td>Sc</td>
</tr>
<tr>
<td>✔ Credit hour 6 or Greater?</td>
<td>Sc</td>
</tr>
<tr>
<td>✔ I0 Status?</td>
<td>Sc</td>
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<tr>
<td>✔ SAP?</td>
<td>Sc</td>
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<tr>
<td>✔ W4 Status?</td>
<td>Sc</td>
</tr>
<tr>
<td>✔ Student Hired?</td>
<td>Sc</td>
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</tbody>
</table>

   i. Proceed to email the employee regarding the employment eligibility results in effort to get them resolved.

   i. To send an email regarding resolving eligibility, click the ‘Email [Employee Name Prefilled Here]’ button to open an email.
The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the Cc or Bcc fields. Then select Send Email.

c. The hire request will be prevented if students do not meet validation requirements other than I-9 and W-4 and you will need to click the ‘Cancel’ button.

d. If the employee only needs I-9 and W-4, select Continue to next step and complete hiring request.
i. Send them the email after you create the hire.

10. If all the employment eligibility requirements have been successfully met, shown by green check marks, click Continue to next step
11. You may edit the information in the Hire Record Info. Once completed, click the Create Hire button.
12. Your hire will be reviewed by an ETSU Site Administrator for approval!