Recruiter Posts Requisition in ATS and Executes Sourcing Strategy

Recruiter Reviews & Identifies Applicants for Interview

Hiring Manager Selects Candidates and Rejects Candidates They Do Not Wish to Consider
REVIEWING/IDENTIFYING APPLICANTS

The Recruiter…

• Pre-screens for Hiring Manager by reviewing completed applications and documentation for each candidate for requirements determined in sourcing phase

• Identifies and recommends the screened candidates to the Hiring Manager and supports the Hiring Manager throughout the hiring process from start to finish

The Hiring Manager…

• Reviews remaining candidates and rejects candidates they no longer wish to consider by dispositioning them in the ATS as “Not Hired” with the appropriate rejection reason

• Requests support from the recruiter if additional candidates are required, or if additional screening is needed
Log in to the Applicant Tracking System using your UTHealth username and password.

![Login to UTHealth Authentication System](image-url)
After your requisition has been submitted, reviewed, and filtered by Human Resources, you will then be able to view it in your list of active positions after you login. To view applications for a specific position, click on View underneath the position title.
REVIEWING APPLICANTS

Submitted Applications

You will be able to view the application and any of the following, if attached:

- CV/Resume
- Other pertinent letters, recommendations, list of accomplishments, etc.

During the application process, we now also provide applicants with the opportunity to submit biographical data to support compliance with OFCCP guidelines.

- After the applicant successfully applies, he/she will receive an email thanking them and confirming that their application has been received.
- An applicant can only be considered for the positions to which they applied.
- *It takes less than 10 minutes to apply to a classified position on our website.*
Review the application, resume/C.V., and any other submitted documents for each applicant and determine which applicants you wish to interview.

After you review each of the applicant’s documents, update the applicant’s status to denote their current status within the recruiting process.
**Why a Status Change is Needed**

As the applicant moves through the selection process, the status is updated so that the Hiring Manager and others involved in the hiring process can review where the applicant is in the process.

A change in status will **not** result in a communication to the applicant **unless** the status is changed to “**not hired**”.

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**Update Applicant Status**

**Change Applicant Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review by Manager</td>
<td>Choose Option Below:</td>
</tr>
<tr>
<td>Mgr Pending Interview</td>
<td></td>
</tr>
<tr>
<td>Mgr Interviewed</td>
<td></td>
</tr>
<tr>
<td>Finalist</td>
<td></td>
</tr>
<tr>
<td>Job Offer</td>
<td></td>
</tr>
<tr>
<td>Not Hired</td>
<td></td>
</tr>
<tr>
<td>Mgr Reviewed</td>
<td></td>
</tr>
<tr>
<td>Under Review by Manager</td>
<td></td>
</tr>
</tbody>
</table>

**RESET TO ORIGINAL STATUS**
REJECTING APPLICANTS

Select Reason Code

Remember:

If at any point you determine the applicant will not move forward in the selection process, you may change their status to “Not Hired” and select the most appropriate reason by clicking the drop down arrow in the “Choose Option Below” field.

This status change WILL result in an email notifying the applicant that he/she is no longer being considered for the position.
Below is an example of an email sent to an applicant or candidate who is no longer being considered for the position.

Your application is no longer being considered by UTHealth for the position of [position title]. Thank you for your interest in UTHealth.

Regards,
Human Resources