Reviewing and Selecting a Candidate

1. Once the job has closed, all applicants will have **Under Review by Department** shown as their status. To change the status of one applicant, click the **Change Status** link under the Status column in the row corresponding to the applicant.

2. Once the candidates' application materials have been reviewed the Hiring Manager will select the candidates that are to be selected for interview by changing the status of each applicant to be interviewed. This is done by selecting change status in the status column and selecting **selected for Interview** for each candidate.

3. Once the Hiring Manager has made the necessary changes to all applicants and you has confirmed the Applicant Status changes and is back on the Active Applicant panel, you will need to scroll down to the bottom of the page, and click on **View Posting Summary**.

4. This will take you back to Posting Status page where you will select **Submit Interview Candidates to EDC.** The Office of Equity, Diversity, and Compliance must approve the candidates you selected to be interviewed. Once the EDC Office has given its approval the interview process can begin.

5. After interviews have taken place and you have selected your candidate you will need to change the status of all applicants. Select **View Active** and all active positions will appear on your screen.

6. Under the position title select **View** and this will take you to all the applicants. You will need to change the status for all applicants. Starting with the applicants that were interviewed select **Change Status** for each candidate.

7. You will change the status from **Selected for Interview** to **Interviewed.** Each interviewed candidate must be given a numerical ranking with number one (1) being the selected candidate. Go to your incumbent and change the status to **Recommended Candidate** with a rank of 1 and select the appropriate reason code. For all other interviewed applicants their status should be changed from **Interviewed** to **Not Hired** with the numerical rank and the reason code.

8. After the Hiring Manager has ranked all applicants that were interviewed he/she should continue to rank the remainder of the candidates in numerical order with a reason code. Once the ranking and reason codes are entered for all applicants you are ready to Begin the Hiring Proposal.