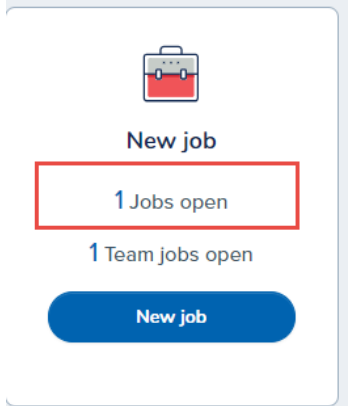
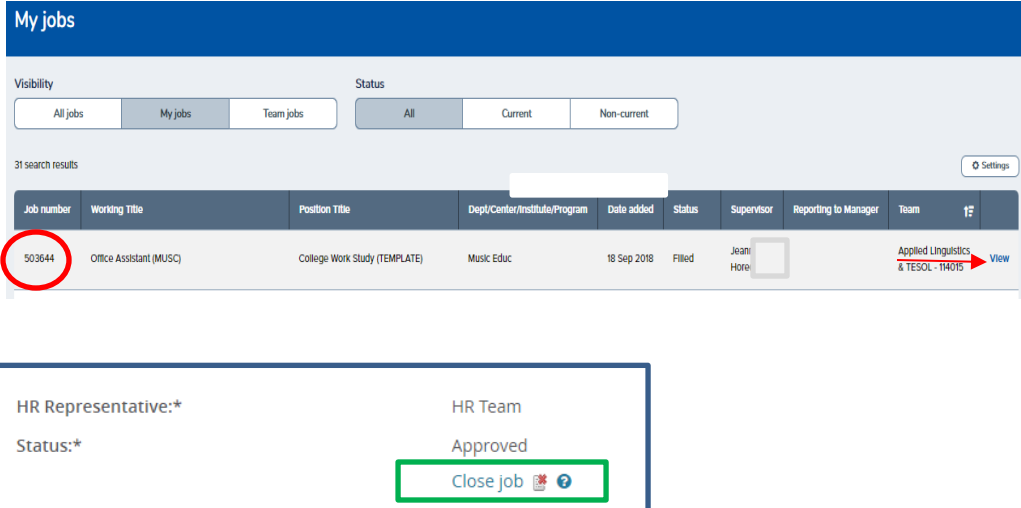


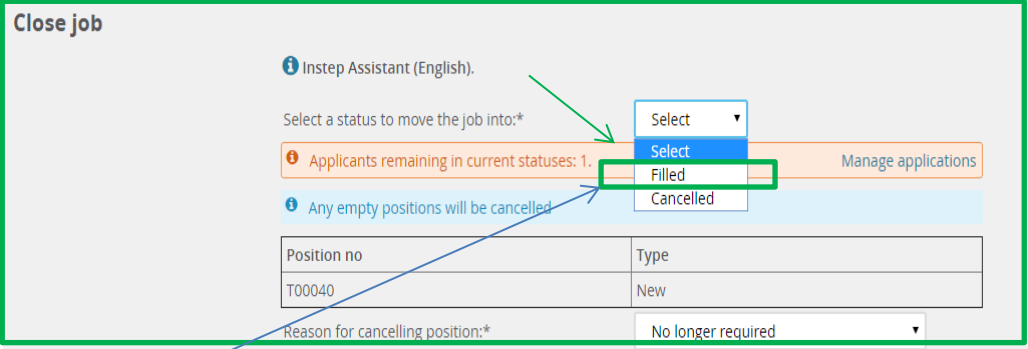
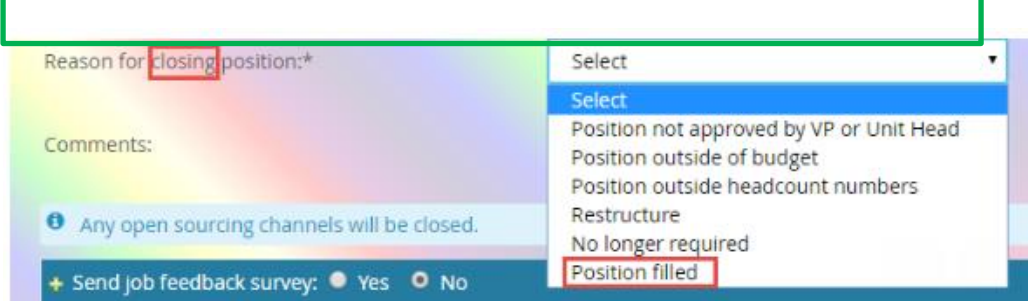
## Closing Job in the System (Filled)

It is the Responsibility of the Hiring Manager to close out the job once a position has been filled.

What you need to do	What you will see
<p><b>STEP 1:</b></p> <p>Click on <b>'Jobs Open'</b> link next to your <b>'NEW JOB'</b> box in the dashboard.</p>	
<p><b>STEP 2:</b></p> <p>You will be taken to your <b>JOBS</b> page. Find the applicable job and click <b>'View'</b> on the right hand side.</p> <p>You will taken to the Requisition form.</p> <p>You will be taken to the requisition.</p> <p>Scroll to the bottom of the page. In the status section, click the <b>'Close Job'</b> link.</p>	

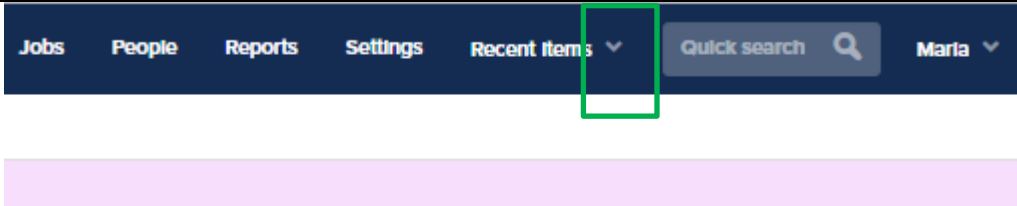
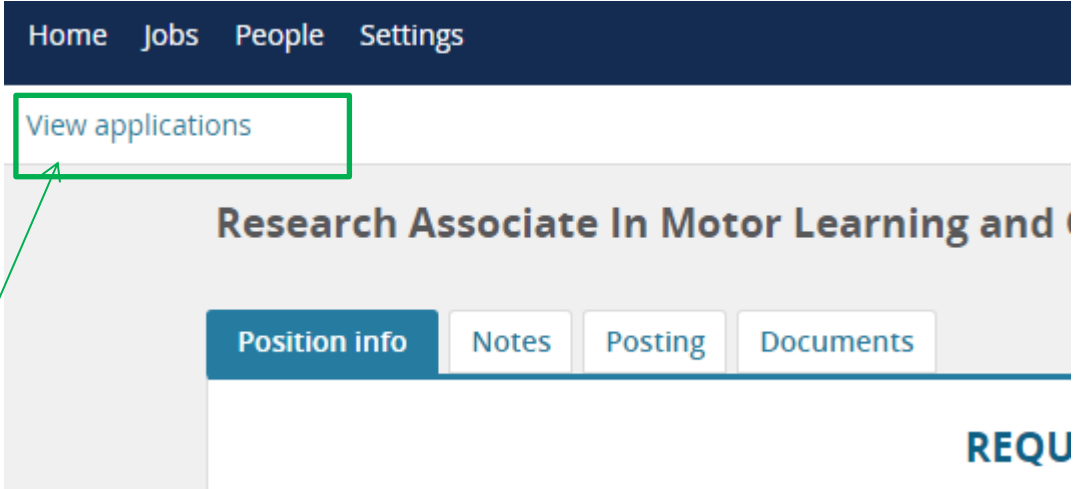
## Closing Job in the System (Filled)

It is the Responsibility of the Hiring Manager to close out the job once a position has been filled.

What you need to do	What you will see				
<p><b>STEP 3:</b></p> <p>You will be prompted to select a move status.</p> <p>From the drop down menu you can select <b>'Filled'</b> or <b>'Cancelled'</b></p> <p>Date 'Filled' will be employee Start Date.</p>	 <p>Close job</p> <p>Instep Assistant (English).</p> <p>Select a status to move the job into:*</p> <p>Applicants remaining in current statuses: 1. Manage applications</p> <p>Any empty positions will be cancelled.</p> <table border="1"> <thead> <tr> <th>Position no</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>T00040</td> <td>New</td> </tr> </tbody> </table> <p>Reason for cancelling position:* No longer required</p> <p>Select 'Filled'</p>	Position no	Type	T00040	New
Position no	Type				
T00040	New				
<p><b>STEP 4:</b></p> <p>If <b>'Filled'</b> is selected</p> <p>In the 'reasons for closing position' field, select:</p> <p><b>'Position Filled'</b></p> <p>Click <b>'Save'</b></p>	 <p>Reason for closing position:*</p> <p>Comments:</p> <p>Any open sourcing channels will be closed.</p> <p>Send job feedback survey: Yes No</p> <p>Position filled</p>				

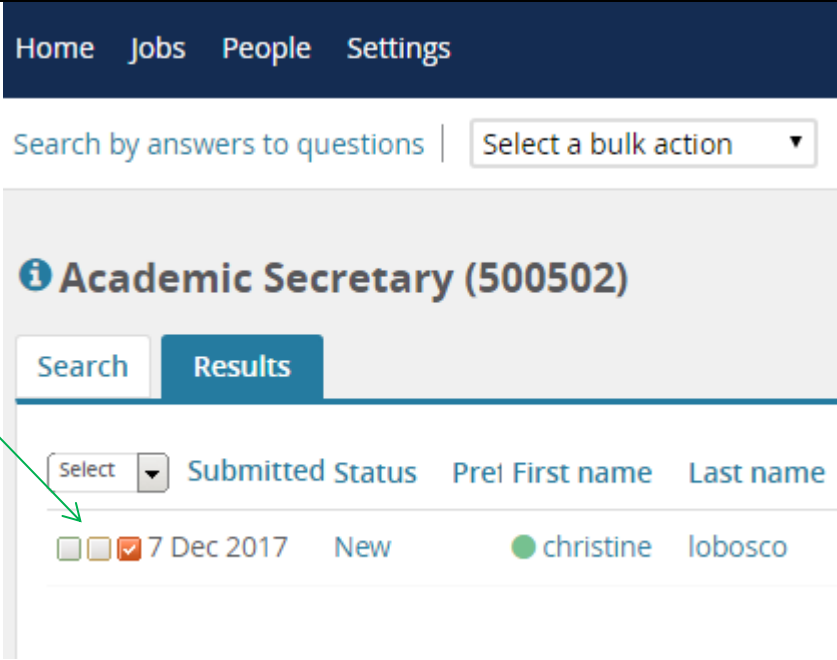
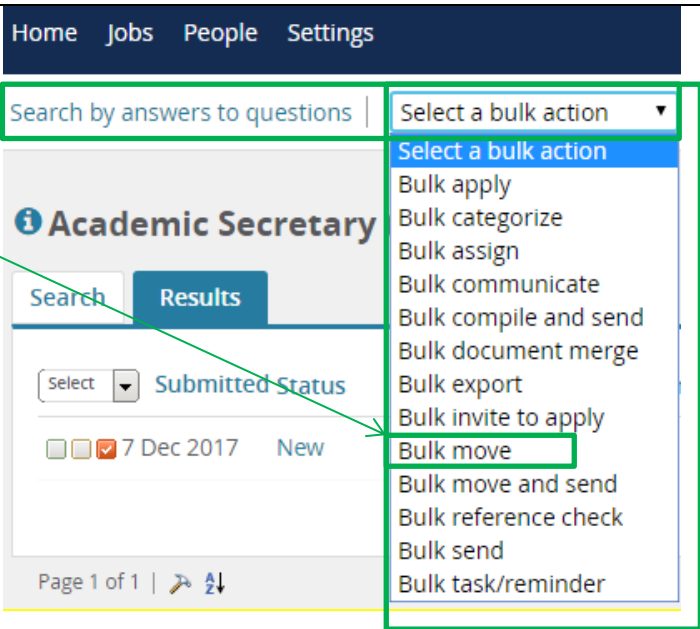
## Closing Job in the system (Filled) Reasons for Non Selection

It is the **Responsibility of the Hiring Manager** once a position has been filled to always close out the job.

What you need to do	What you will see
<p><b>STEP 5:</b></p> <p>Go to 'Recent Items' on the top right corner of the screen, click on the drop down arrow.</p> <p>*Find the job you just closed*</p>	
<p><b>STEP 6:</b> You will be prompted to the Requisition form once again.</p> <p>On the top left corner of the screen, you will find 'View applications'</p> <p>Click this link.</p>	

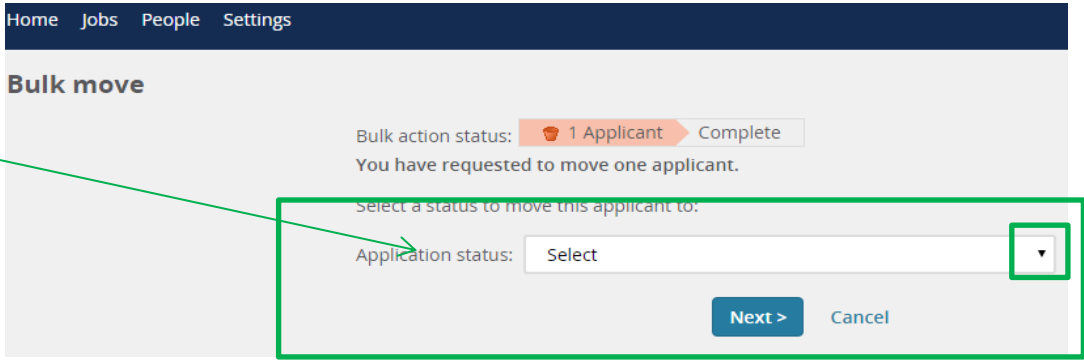
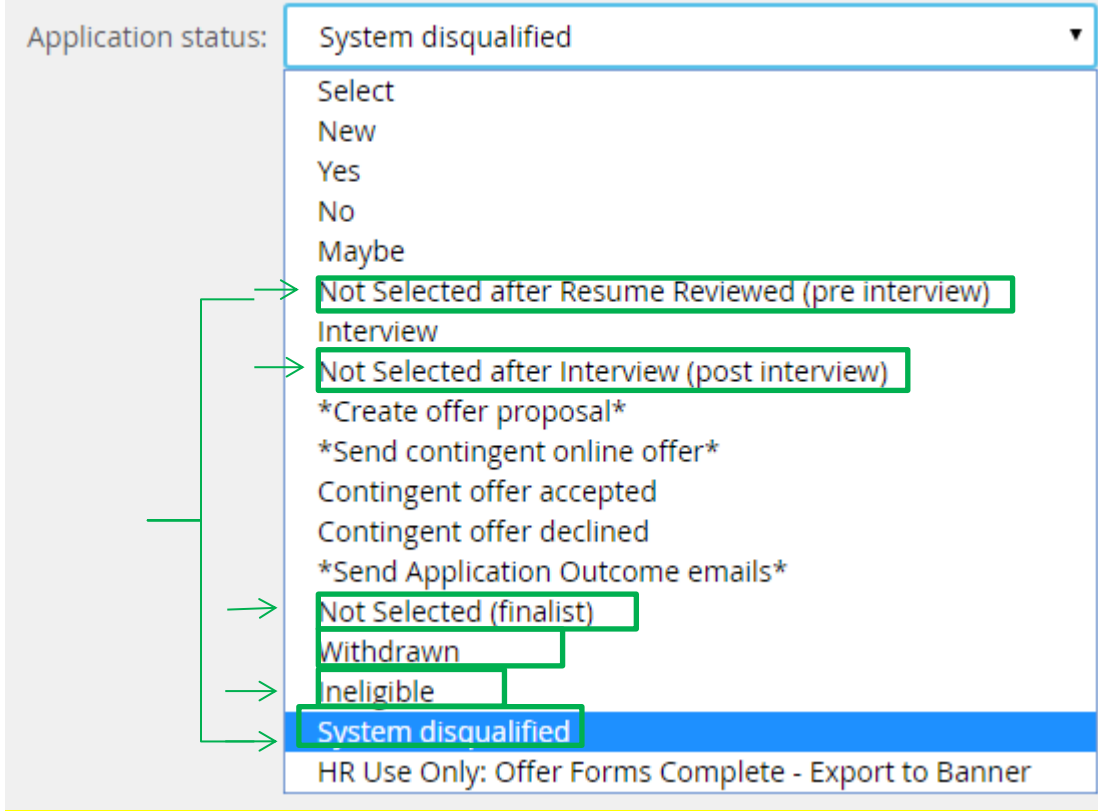
## Closing Job in the system (Filled) Reasons for Non Selection

It is the **Responsibility of the Hiring Manager** once a position has been filled to always close out the job.

What you need to do	What you will see
<p><b>STEP 7:</b></p> <p>In this screen, the applicants for this position will be displayed.</p> <p>Select those who were <u>not hired</u>, by using the color boxes on the left side of the screen.</p>	 <p>*you can choose any color to identify those who were not hired.*</p>
<p><b>STEP 8:</b></p> <p>Click on the <b>'Select a bulk action'</b> drop down menu.</p> <p>Select <b>'Bulk move'</b></p>	

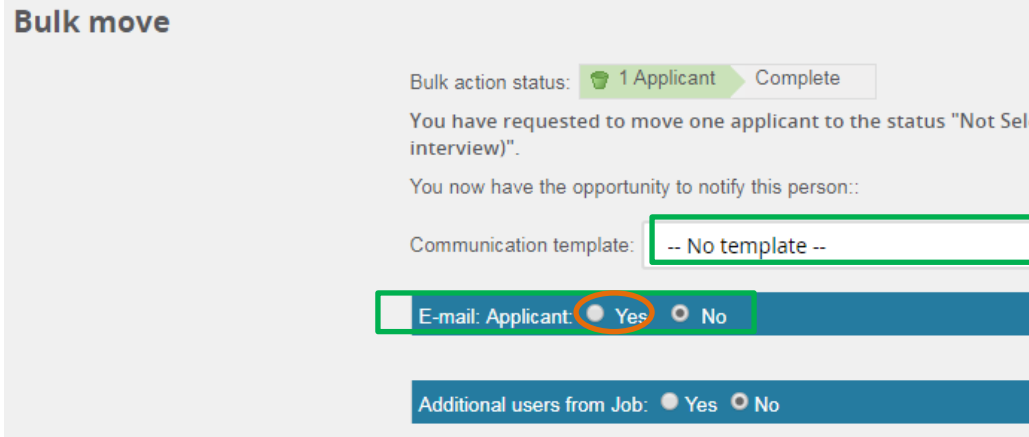
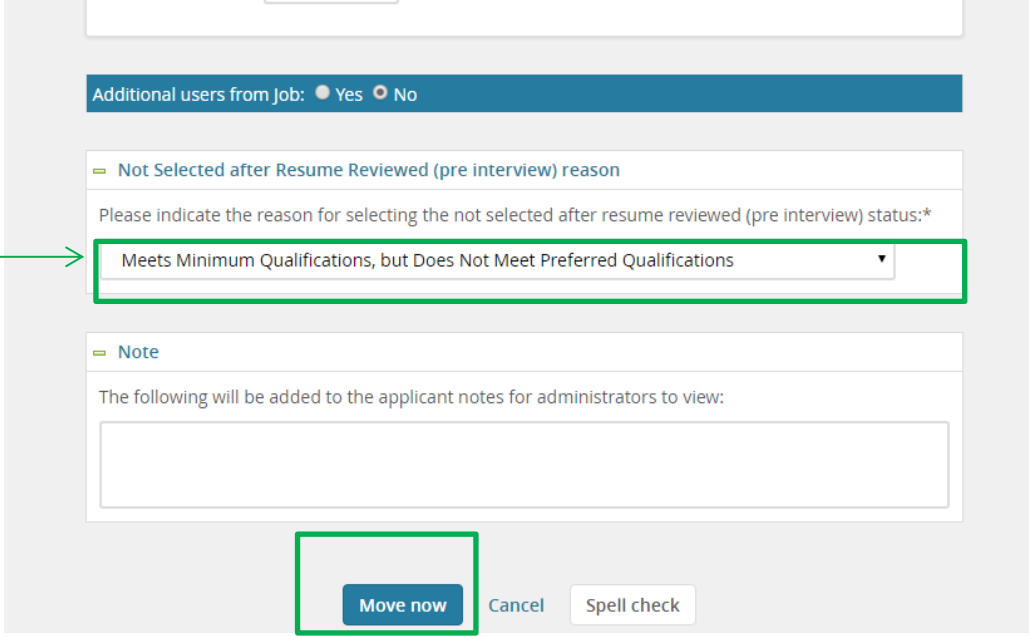
## Closing Job in the system (Filled) Reasons for Non Selection

It is the Responsibility of the Hiring Manager once a position has been filled to always close out the job.

What you need to do	What you will see
<p><b>STEP 9:</b></p> <p>In the 'Bulk move' screen click on the 'Application Status' drop down.</p>	
<p><b>STEP 10:</b></p> <p>Select one of the options for non selection.</p> <p>*see green boxes*</p>	

## Closing Job in the system (Filled) Reasons for Non Selection

It is the **Responsibility of the Hiring Manager** once a position has been filled to always close out the job.

What you need to do	What you will see
<p><b>STEP 11:</b></p> <p>Select communication template from the drop down menu.</p> <p>In this case you should select <b>'Position Filled'</b></p> <p>Select <b>Yes</b> for the Email Applicant field</p>	 <p><b>Bulk move</b></p> <p>Bulk action status: <span>1 Applicant</span> Complete</p> <p>You have requested to move one applicant to the status "Not Selected after Resume Reviewed (pre interview)".</p> <p>You now have the opportunity to notify this person:</p> <p>Communication template: -- No template --</p> <p>E-mail: Applicant: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Additional users from Job: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>*NOTE-</b> Every position must be closed and every applicant should receive an email.</p>
<p><b>STEP 12:</b></p> <p>From the second drop down menu Select a reason for <b>'non selection'</b></p> <p>Click <b>'Move now'</b>.</p>	 <p>Additional users from Job: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Not Selected after Resume Reviewed (pre interview) reason</p> <p>Please indicate the reason for selecting the not selected after resume reviewed (pre interview) status:*</p> <p>Meets Minimum Qualifications, but Does Not Meet Preferred Qualifications</p> <p>Note</p> <p>The following will be added to the applicant notes for administrators to view:</p> <p>Move now Cancel Spell check</p>

## Reasons for Non Selection- Responsibility of Hiring Manager

Reason	Use When:
Position Cancelled and/or Filled Internally	The position is filled by a TC employee or is not filled at all.
Withdrew for Not Completing and/or Cooperating in Recruitment Process	An application is incomplete or when a candidate could not be reached for an interview
Does not meet Advertised/Posted Minimum Qualifications	it is determined that the candidate does not meet the posted minimum qualifications. This can be done at any stage of the process, but typically determined at the pre-interview stage.
Meets Minimum Qualifications, but Does Not Meet Preferred Qualifications	it is determined that the candidate meets the posted minimum qualifications, but not the posted preferred qualifications. This can be done at any stage of the process.
Meets Preferred Qualifications, but Finalist is a Better fit	it is determined that the candidate meets all of the posted qualifications but was not the selectee. This can only be determined after the selectee has been identified.
No Offer and/or Office Rescinded due to Results for Background Check or Other Screening	References result in the candidate no longer being considered or when an offer has been rescinded due to background check. Background checks are only conducted after a "contingent offer" is initially made. Reference checks are made before an offer is made
Screening and/or Interview revealed Insufficient Experience or Skills	After phone or in-person interview
Screening and/or Interview revealed a Lack of Interest or Poor Communication Skills	After phone or in-person interview
Withdrew due to Dissatisfaction with Terms of Employment	After the candidate is interviewed in phone or in person and informs the interviewer that they are no longer interested in the position
Not Hired ( <b><u>only to be used for pooled positions</u></b> )	A candidate is not selected for a "pooled" budgeted position, such as a student employee, part-time instructor or adjunct faculty position
Qualifications Not Considered due to Data Management Techniques	This is legally permissible but not normally employed at Teachers College. This is only to be used if it is decided, before the screening begins, that a certain number (or percentage) of applicants will not be viewed due to the large number of applications anticipated and/or received. In this approach, the specific applications are viewed based on a defined criteria (e.g., the first 50 applications or specific resumes in a sequence such as every fifth application).