

UAB Candidate Selection Hiring Manager Workflow

Steps	HM Screen		HM Interviews	
Statuses	To Be Reviewed	Default status – when you receive the candidate from the Recruiter, the candidate will be in the status of to be reviewed.	HM Interviews	Default status for HM Interview step. Select this status and click save and close or save and continue if you interviewed the candidate.
	For Further Review	Parking lot - You have reviewed this candidate and they meet the requirement of the job and will remain in this status for possible further consideration. This is an optional status.	2nd Interview	Select this status and click save and close or save and continue if you performed a 2nd Interview with the candidate.
	HM Phone Screen	The hiring department has contacted the candidate for the initial phone screen. Select this status if you phone screened the candidate.	Previously Interviewed	If candidate interviewed recently, you do not need to interview the candidate again and can place in this status.
	HM Not Selected - More Qualified Candidate Selected	Candidate will not move forward in the selection process. This is the move in bulk option. Although you might not have a selected candidate at the time of dispositioning, this is the selection if the other two options do not match the situation.	HM Not Selected - More Qualified Candidate Selected	Candidate will not move forward in the selection process. This is the move in bulk option. Although you might not have a selected candidate at the time of dispositioning, this is the selection if the other options do not match the situation.
	HM Not Selected -Phone Interview Failed to Confirm Qualifications	Candidate was phone interviewed and it was determined that the candidate will not move forward in the selection process.	HM Not Selected - Not Best Match For Job/Work Unit	Candidate will not move forward in the selection process.
	HM Not Selected - Failed to Respond	The candidate did not respond and will not move forward in the selection process.	HM Not Selected - Interview Failed To Confirm Qualifications	Candidate was interviewed and it was determined that the candidate will not move forward in the selection process.
	Applicant Withdrew	The candidate withdrew using the tools on the career site or by contacting the hiring manager.	HM Not Selected - Salary Expectations Are Not In Line With Compensation Range For Position	The candidate's salary expectations did not match the compensation range for the position and will not move forward in the selection process.
	Passed HM Screen	Candidates information has been reviewed and department has determined the candidate should move to the next step. If HR schedules your interviews, making this status selection and clicking Save & Close or Save & Continue will generate an email to the recruiter to set up an interview.	HM Not Selected - Failed to Respond	The candidate did not respond and will not move forward in the selection process.
	Not Selected	HR USE ONLY	Applicant Withdrew	The candidate withdrew using the tools on the career site or by contacting the hiring manager.
	Applicant Withdrew	HR USE ONLY	Create Offer	Candidates information has been reviewed and department has determined the candidate should move to the next step. Selecting this status and clicking save and close completes the process for this candidate and sends an email to the recruiter to move forward with the offer. Hospital positions – Please provide details specific to the shift and/or job number if applicable in the comments section. Once the candidate is moved to create offer status, the recruiter will contact the Hiring Manager to finalize details. Once HM moves to Create Offer the Recruiter moves the candidate through the remaining steps.
			Not Selected	HR USE ONLY
			Applicant Withdrew	HR USE ONLY

Automatic Email Generated with Save and Close or Save and Continue