



Step	Action	
	<p>Forward Applicant is the process used for Hiring Managers to notify the HR Administrator that a finalist has been selected and a formal offer letter may be submitted to the candidate.</p>	<p>Before you begin, the candidate must have been routed to you AND you must have documented in VTHR which candidates were offered interviews.</p>
<p>1.</p>	<p>Select the applicant(s) whose status you are updating.</p> <p>Then, click the Take Action list.</p> <p><input type="text" value="Select Action..."/></p> <p>Choose the "Forward Applicant" function.</p>	<p>The screenshot shows the Oracle HR system interface. At the top, it says 'ORACLE'. Below that, it says 'Find Job Opening' and 'Job Opening'. A message states: 'You have successfully scheduled an interview for George Washington for the job Administrative Serv'. There are buttons for 'Print Job Opening', 'Save', 'Clone', and 'Create New'. A 'Manage Applicants' section is visible, with a dropdown menu open showing various actions. The 'Forward Applicant' option is highlighted in blue. Below the menu, there is a table of applicants with columns for Name, ID, Type, Disposition, Resume, Application, and Last Updated. The applicant 'George Washington' is listed with ID 127679 and last updated on 11/20/2015 at 7:52AM.</p>



2. A new page opens. Forward Applicant is basically an email template.

Enter the email addresses of the recipients – minimally, the HR Administrator and the Primary Recruiter

Enter a subject – specify the job opening ID to make it easier for the HR Administrator to quickly locate the candidate

In the message body, include the start date and any other information that needs to be included in the offer, such as pay level. The system automatically adds the applicant name to the message, but additional information is needed to complete the offer, including:

- ✓ Position number
- ✓ Job Opening ID
- ✓ Start date that you agreed upon in the verbal discussion
- ✓ Any other information that needs to be documented in the offer letter, such as schedule, position status (interim, limited service, part-time), job share, approved hire-into-range or other unique circumstances

Click on the Preview button and review the email.

Forward Applicant

Enter email address of the person to whom you are sending this information. Select the "Send" button when you are finished. Choose the "Preview" button to preview the email.

Forward Applicant		Personalize View All [?] First 1 of 1 Last
Applicant Name	ID	
George Washington	127679	

Recipient Information	
*To:	<input type="text" value="captain.america@vermont.gov"/> <input type="button" value="Find"/>
Cc:	<input type="text" value="gail.rushford@vermont.gov"/> <input type="button" value="Find"/>
Bcc:	<input type="text"/> <input type="button" value="Find"/>

Sender Information	
From:	Gail Rushford

Message	
*Subject:	<input type="text" value="offer for job opening 618023"/>
*Access:	<input type="text" value="Public"/> <input type="button" value="v"/>
Message:	<input type="text" value="Position #111222
Job opening #618023
Start date 12/7/15
Permanent, full-time, Step 1"/>



Step	Action																			
3.	Click on the Return button	<p>Forward Applicant Preview</p> <p>*To: <input type="text" value="captain.america@vermont.gov"/></p> <p>Cc: <input type="text" value="gail.rushford@vermont.gov"/></p> <p>Bcc: <input type="text"/></p> <p>From: Gail Rushford</p> <p>Subject: offer for job opening 618023</p> <p>Message</p> <p>Start date 12/7/15 Step 1</p> <p>Applicant Name : George Washington AppId : 127679</p> <p>You can view George Washington's profile from https://vthruat.erp.state.vt.us/psp/HRUAT/EMPLOYEE/HRMS/c/HRS_HRAT.HRS_MANAGE_APP.GBL?Page=HRS_MANAGE_APP&Action=U&HRS_PERSON_ID=127679 page.</p> <p>Thank You Gail Rushford</p> <p><input type="button" value="Return"/></p>																		
4.	Click the Send button.	<p><input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Cancel"/></p>																		
5.	After you Send, you will return to the Manage Applicant page of the job opening. Forward Applicant does not change the candidate's status.	<p>Applicants Personalize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>ID</th> <th>Type</th> <th>Disposition</th> <th>Resume</th> <th>Application</th> <th>Last Updated</th> <th>*Take Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>George Washington</td> <td>127679</td> <td>Ext</td> <td>060-Intvw</td> <td></td> <td></td> <td>11/20/2015 7:52AM</td> <td>Select Action...</td> </tr> </tbody> </table>	Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	*Take Action	<input type="checkbox"/>	George Washington	127679	Ext	060-Intvw			11/20/2015 7:52AM	Select Action...
Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	*Take Action												
<input type="checkbox"/>	George Washington	127679	Ext	060-Intvw			11/20/2015 7:52AM	Select Action...												
<p>Once the offer has been submitted, the candidate's status will change to 070-Offer. Once the candidate accepts the offer, all other applicants who were in Route or Interview status, will go into a status of 100-Hold. When the hire is processed, the system will automatically close the job opening – the hiring manager does not need to take any further action to manage the job opening. However, candidates do NOT receive any automatic notifications of their status at this stage, so the hiring manager does need to take action to close the communication loop with applicants. See the instructions for “Reject Applicant”.</p>																				