

## Talent Acquisition Procedure Guide, Part Two

As we had mentioned in the First Part of the Talent Acquisition Procedure Guide, we would be sending this second guide after you receive your routed candidates and will cover the hiring process from the application deadline to making an offer and onboarding your new hire. The documents in these guides are intended to provide you with everything you need to know about the hiring process. Please be sure to take advantage of these resources that we have put together to make the hiring process simpler and easier to manage. Your Talent Acquisition Specialist is also available to answer any questions and provide any needed assistance or consultation throughout the course of the hiring process.

- Your Talent Acquisition Team

In this document, we will cover these topics:

Interview Status Update Guide - 2

Reject Applicant Guide -5

Forward Applicant for Offer  
Letter Guide - 8

Attached to this email:

Tax Compliance Form

Criminal History Declaration Form



Step	Action	
	<p><b>BEFORE YOU BEGIN</b>, be aware of the application deadline for your job opening. Do not take any action before that date.</p>	<p>Only applicants who are in “Route” status are available for action by the Hiring Manager.</p>
<p>1.</p>	<p>Select the applicant(s) whose status you are updating.</p> <p>Then, click the <b>Take Action</b> list.</p> <div data-bbox="170 451 525 495" style="border: 1px solid black; padding: 2px; width: fit-content;">             Select Action...         </div> <p>Choose the "Manage Interviews" function.</p> <div data-bbox="170 597 268 716"> </div> <p>To take an action on more than one applicant, simply select the checkbox next to each applicant's name, choose an action from the "Group Action" drop down list and then click "Go".</p> <p>BEWARE of "Select All", as an error can easily be made by including an applicant whose status you did not intend to change.</p>	
<p>2.</p>	<p>The system will bring you to the Interview Schedule page.</p> <p>Click on the arrow next to the applicant's name.</p>	
<p>3.</p>	<p>Then, click on the arrow next to Interview 1.</p> <p>Note: If this is a second interview, click on the “Add Interview” button.</p> <div data-bbox="184 1365 348 1401" style="border: 1px solid black; padding: 2px; width: fit-content;">             Add Interview         </div> <p>The system will add a row for each interview and you will select the applicable row to expand and review or update the details.</p> <div data-bbox="865 1386 1031 1536" style="border: 1px solid gray; padding: 5px;"> <p>▼ Captain America</p> <p>Applicant Name:</p> <p>Applicant Type:</p> <p>▶ Interview 1</p> <p>▶ Interview2</p> </div>	



**Step**   **Action**

4. The State of Vermont does not use all of the fields found on the Interview Schedule page. Please update **ONLY** the fields listed below and ignore the rest.



Do not rely solely on the system to communicate with your candidates regarding scheduled interviews. VT HR should be used for confirmation and documentation, but you should still make personal contact with candidates that you have selected to interview. That is the most reliable communication and makes the best first impression.

Enter the following:

- Interview status as ‘Confirmed’
  - Note: If you update the interview status to “Cancelled”, the details on this page become “read only” and cannot be edited.
- Interview type as ‘Individual, Panel, or Phone’
- Applicant Appointment status as ‘Accepted’
- Interview Date
- Interview start time
- Interview end time
- List interviewers by EMPLID (click on the magnifying glass to enter the interviewer name).
  - The originator of the job opening populates here automatically. Click on the trash can icon if you want to delete that row.
  - If interviewers are listed on the Hiring Team page, they will pull over automatically to this page.
- List Interviewer’s Appointment Status as ‘Accepted’
- Venue information is not populated – leave blank
- Manually type interview location information in the Location box
- If you check the boxes for Notify Applicant and Notify Interview Team, the system will send email notifications when you click submit – see Step 4. If you don’t want to generate notifications, leave those boxes unchecked.
- Do not use the Letter, Attachment, or Notes functions

When the details are entered, click Submit

The screenshot shows the 'Interview Status' update page for an applicant named 'Captain America'. Key fields and actions are highlighted with yellow boxes and red circles:

- Interview Status:** Confirmed (dropdown)
- Interview Type:** Panel (dropdown)
- Applicant Appointment Status:** Accepted (dropdown)
- Notify Applicant:**  (checkbox)
- Interview Details:** Date: 10/30/2015, Time Zone: EST, Start Time: 9:00AM, End Time: 10:00AM
- Interview Schedule Table:**


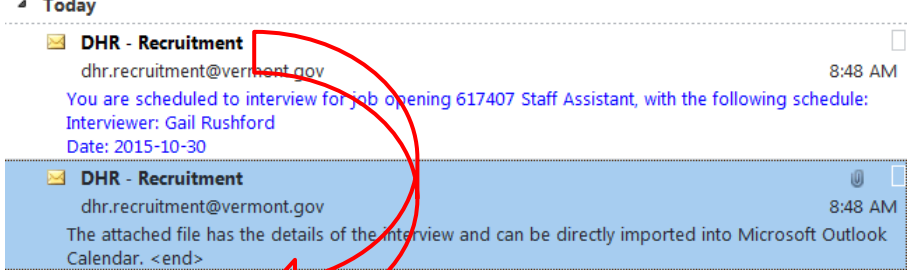
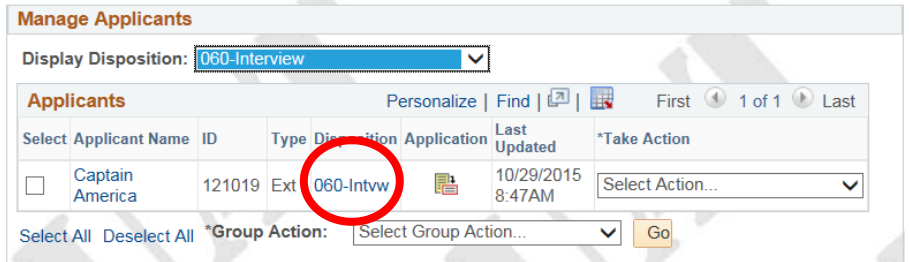
Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Comments	Availability
03223	Gail Rushford	10/30/2015	9:00AM	10:00AM	EST	None		
- Notify Interview Team:**  (checkbox)
- Venue Information:** Location: 120 State Street, 5th floor conference room, Montpelier
- Letter:** Generate Letter, Email Applicant, Upload Letter buttons
- Attachment:** Add Attachment, Load JO Attachment buttons
- Notes:** Add Note, Load JO Notes buttons
- Consolidated Interview Letter:** Add Interview button

At the bottom of the form are buttons for Submit, Save for Later, Cancel, and Return to Previous Page.

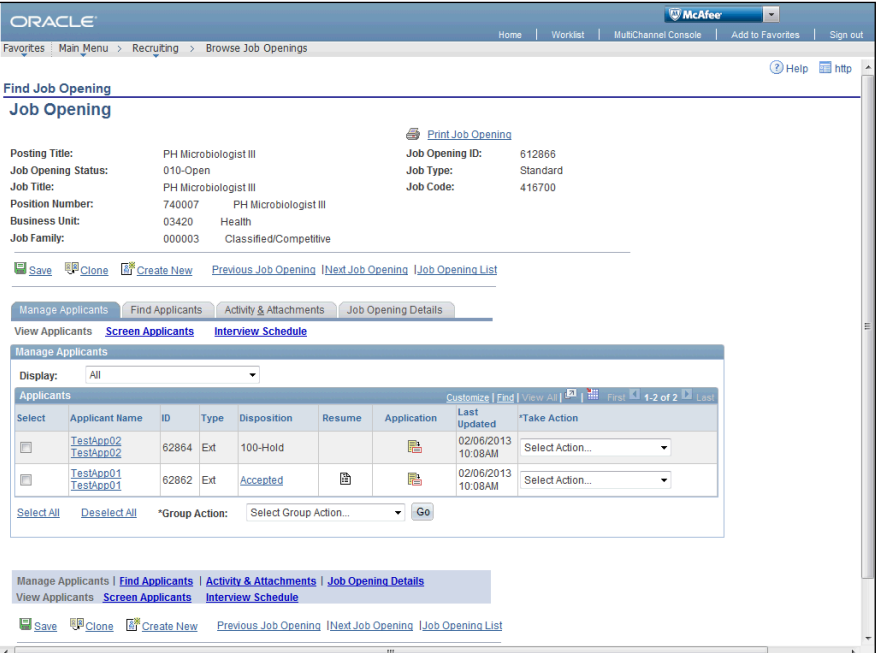
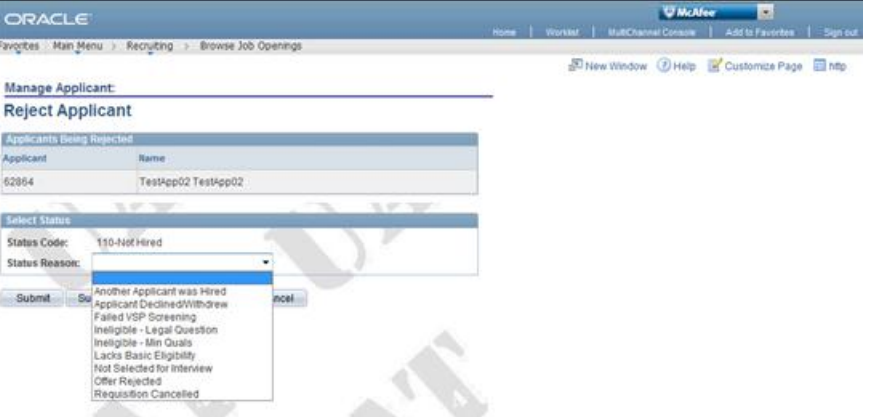
**FAQ:** How do we update the record when the applicant does not keep the interview appointment?

**Answer:** Update the Applicant to “No Show” on the interview page. The system will still record that the applicant was offered an interview. You can then do the “Reject Applicant” process and choose “Applicant Declined/Withdrew” as the reason and Submit without correspondence.

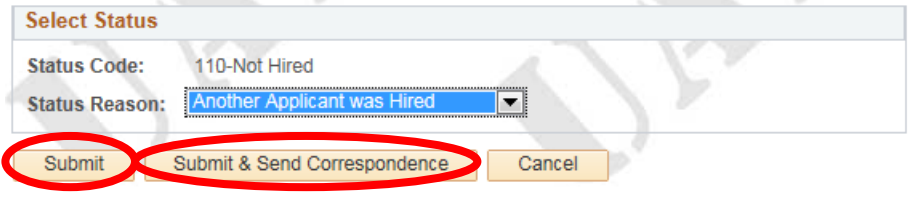
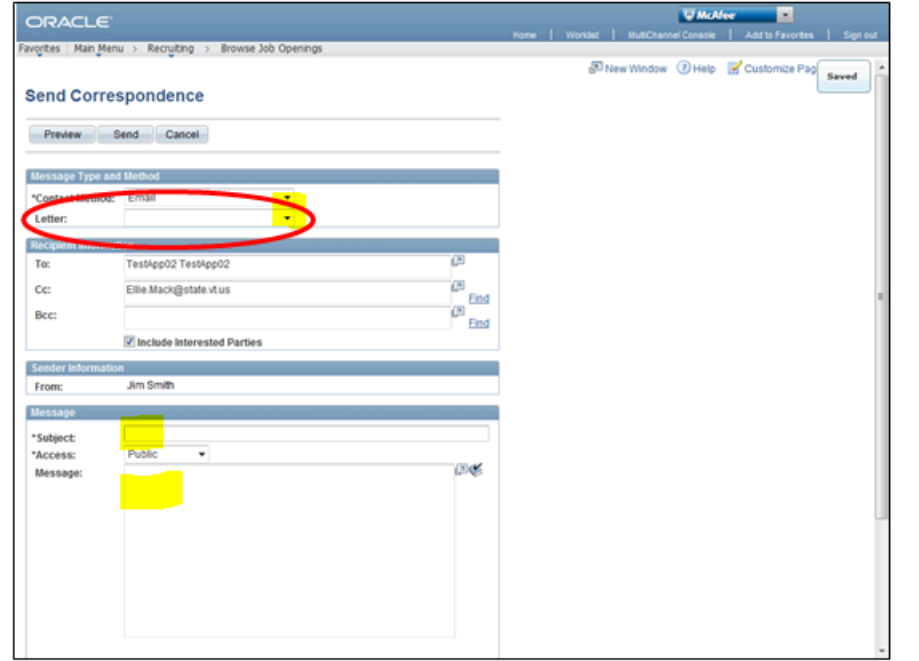


Step	Action																	
5.	<p>The State of Vermont uses “partial calendar integration” with the Interview Schedule function. If you select “Notify Applicant” and/or “Notify Interview Team”, recipients will get 2 email notifications.</p> <p>One notification is an iCalendar attachment that the recipient can open and accept to add the appointment to his or her Outlook calendar. (The appointment may also be declined here, but that will have no impact on the information entered in VTHR. The “decline” email notification will go to the system profile email of the hiring manager.)</p> <p>The other notification is an email with the interview details. If more than one interviewer is entered in the email, each one will be listed separately in the email.</p> <p> These notifications are successful only if the recipient has entered a valid email address in VTHR. Often, applicants have an error in the email or entered an address that they do not often monitor for new email.</p> <p>For the Hiring Manager and Interview Team, the emails generated in the Interview Schedule page go to the user’s “System Profile” email. This is the email used for “password help”. Your System Profile is accessed directly from the Main Menu:</p> <p><a href="#">Favorites</a>   <a href="#">Main Menu</a> &gt; <a href="#">My System Profile</a></p>	 <p>Today</p> <p><b>DHR - Recruitment</b> dhr.recruitment@vermont.gov 8:48 AM You are scheduled to interview for job opening 617407 Staff Assistant, with the following schedule: Interviewer: Gail Rushford Date: 2015-10-30</p> <p><b>DHR - Recruitment</b> dhr.recruitment@vermont.gov 8:48 AM The attached file has the details of the interview and can be directly imported into Microsoft Outlook Calendar. &lt;end&gt;</p> <p>Email text:</p> <p>You are scheduled to interview for job opening 617407 Staff Assistant, with the following schedule:</p> <p>Interviewer: Gail Rushford Date: 2015-10-30 Start: 9:00 AM End: 10:00 AM EST Location: 120 State Street, 5th floor conference room, Montpelier</p> <p>You should already have been contacted about this interview by the manager or recruiter who is filling the position. This message is just to confirm the scheduled interview. The "location" shown above is only a quick reference, not the full address -- if you are not sure of the address or exact location of the interview, or if you need directions to the location, please contact the person who scheduled the interview with you.</p>																
6.	<p>After you click Submit, the system will return you to the Manage Applicants page in the Job Opening. The Applicant’s status will be updated to 060-Intvw.</p> <p>To review or update the interview information, choose "Manage Interviews" from the Take Action drop down list.</p>	 <p>Manage Applicants</p> <p>Display Disposition: 060-Interview</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>ID</th> <th>Type</th> <th>Disposition</th> <th>Application</th> <th>Last Updated</th> <th>*Take Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Captain America</td> <td>121019</td> <td>Ext</td> <td>060-Intvw</td> <td></td> <td>10/29/2015 8:47AM</td> <td>Select Action...</td> </tr> </tbody> </table> <p>Select All Deselect All *Group Action: Select Group Action... Go</p>	Select	Applicant Name	ID	Type	Disposition	Application	Last Updated	*Take Action	<input type="checkbox"/>	Captain America	121019	Ext	060-Intvw		10/29/2015 8:47AM	Select Action...
Select	Applicant Name	ID	Type	Disposition	Application	Last Updated	*Take Action											
<input type="checkbox"/>	Captain America	121019	Ext	060-Intvw		10/29/2015 8:47AM	Select Action...											

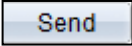


Step	Action	
	<p><b>BEFORE YOU BEGIN</b>, be aware of the application deadline for your job opening. Do not take any action before that date.</p>	<p>Only applicants who are in "Route" status are available for action by the Hiring Manager.</p>
<p>1.</p>	<p>Select the applicant(s) whose status you are updating.</p> <p>Then, click the <b>Take Action</b> list.</p> <div data-bbox="172 451 525 495" style="border: 1px solid black; padding: 2px;">             Select Action...         </div> <p>TIP: To take an action on more than one applicant, simply select the checkbox next to each applicant's name, choose an action from the "Group Action" drop down list and then click "Go".</p> <p>BEWARE of "Select All", as an error can easily be made by including an applicant whose status you did not intend to change.</p> <p>Choose the "Reject Applicant" function, which changes the applicant status to "Not Hired".</p>	 <p>The screenshot shows the Oracle HR system interface. At the top, it says 'ORACLE' and 'McAfee'. Below that, there are navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Find Job Opening' and 'Job Opening'. It displays details for a job opening: Posting Title: PH Microbiologist III, Job Opening ID: 612866, Job Type: Standard, Job Code: 416700. Below this, there are buttons for 'Save', 'Clone', 'Create New', 'Previous Job Opening', 'Next Job Opening', and 'Job Opening List'. There are also tabs for 'Manage Applicants', 'Find Applicants', 'Activity &amp; Attachments', and 'Job Opening Details'. Under 'View Applicants', there are links for 'Screen Applicants' and 'Interview Schedule'. The 'Manage Applicants' section shows a table of applicants with columns for 'Select', 'Applicant Name', 'ID', 'Type', 'Disposition', 'Resume', 'Application', 'Last Updated', and 'Take Action'. Two applicants are listed: 'TestApp02' (ID 62864, Ext, 100-Hold) and 'TestApp01' (ID 62862, Ext, Accepted). Each has a checkbox and a 'Take Action' dropdown menu. At the bottom, there are buttons for 'Select All', 'Deselect All', and a 'Group Action' dropdown with a 'Go' button.</p>
<p>2.</p>	<p>The reasons for a Hiring Manager to reject an applicant are:</p> <ul style="list-style-type: none"> <li>~Another Applicant Was Hired</li> <li>~Applicant Declined/Withdraw (use this reason when an applicant declines or withdraws at the interview stage.</li> <li>~Not Selected for Interview</li> <li>~Offer Rejected (use this reason when an applicant declines or withdraws at the offer stage)</li> <li>~Requisition Cancelled (use this reason when the job opening is being cancelled)</li> </ul> <p>The other reasons provided in the dropdown list are for system-generated rejection notices.</p>	 <p>The screenshot shows the Oracle HR system interface for 'Reject Applicant'. It displays 'Applicants Being Rejected' with a table showing Applicant ID 62864 and Name 'TestApp02 TestApp02'. Below that, there is a 'Select Status' section with 'Status Code' set to '110-Not Hired' and a 'Status Reason' dropdown menu. The dropdown menu is open, showing several options: 'Another Applicant was Hired', 'Applicant Declined/Withdraw', 'Failed VSP Screening', 'Intelligible - Legal Question', 'Intelligible - Min Quats', 'Lacks Basic Eligibility', 'Not Selected for Interview', 'Offer Rejected', and 'Requisition Cancelled'. There are 'Submit' and 'Cancel' buttons at the bottom.</p>



Step	Action	
3.	<p>When you use the "Reject Applicant" function, you have 2 choices:</p> <ol style="list-style-type: none"> <li><b>Submit:</b> This action only changes the applicant's status to Not Hired. It does not generate any communication to the applicant.</li> <li><b>Submit &amp; Send Correspondence:</b> This action changes the applicant's status to Not Hired and then generates an email for you to complete and send to the applicant.</li> </ol> <p>Once you click Submit &amp; Send Correspondence, the system "submits" the applicant's status change to "not hired". Even if you cancel the correspondence, the applicant's status will be changed. Once the applicant's status has been changed, the Hiring Manager cannot reverse that action. If a change is made in error, contact the Recruitment Help Desk (email <a href="mailto:hr.recruitment@vermont.gov">hr.recruitment@vermont.gov</a> or call 828-6700, option 1, then option 4).</p>	
4.	<p>There are several rejection notice templates that can be automatically populated to send to the applicant. These templates are not editable in the Message box.</p> <p>However, if no template is chosen, the Message box can be used to type a free-form (custom) notification to the applicant.</p> <p>There are three standard rejection letters for use by the Hiring Manager:</p> <ul style="list-style-type: none"> <li><b>Interviewed IR:</b> Rejection letter to someone who was interviewed for the position.</li> <li><b>Post Route RR1:</b> Rejection letter to someone who was on the Routed Candidate List but NOT interviewed.</li> <li><b>Cancelled JobOpening:</b> Rejection letter to notify applicant(s) that the job opening is cancelled.</li> </ul> <p>The other templates provided in the dropdown list are for system-generated rejection notices.</p>	



Step	Action	
5.	<p>It is important to "Preview" the Correspondence as there are occasional conflicts in a Hiring Manager's system settings that result in the email not working properly.</p> <p>If the Preview opens with a blank email, click cancel and notify the Recruitment Help Desk (dhr.recruitment@state.vt.us) so that the settings can be corrected.</p> <p>Please note that, if you are sending the correspondence to more than one applicant at a time, all affected applicants will be listed in the "To:" line. However, the email is sent individually to each applicant, similar to a "blind" copy in regular email. The recipients will not see the other applicant names listed on this line.</p> <p>Notice that the system will default to include Interested Parties on the email, meaning that anyone who is listed as an Interested Party on the Job Opening Details will receive a copy of each email, unless you uncheck this box.</p>	
6.	<p>Click the <b>Send</b> button.</p> <p></p>	
	<p>Recommended Practices:</p> <ol style="list-style-type: none"> <li>1. Upon receipt of a "routed candidate" list, identify the candidates who will be offered an interview and those who will not be considered further.</li> <li>2. It is an expectation that hiring managers will communicate with all routed applicants in a timely manner. Once routed, applicants do not receive any system-generated notifications regarding the status of their applications.</li> <li>3. Once a decision has been made that an applicant will not be chosen for interview or further consideration, complete the process to reject and notify the applicant.</li> <li>4. Once an offer has been made to the top candidate(s) for the opening, it may be appropriate to delay notification to other interviewed candidates until the offer is accepted.</li> </ol> <p>TIP: Once the offer is accepted, any candidates whose status has not been updated will be placed on "hold" status. They can be updated until the hire is processed, at which time the job opening is changed to "filled/closed" and all remaining candidates are changed to "not hired" by the system.</p>	



Step	Action	
	<p><b>Forward Applicant</b> 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 <b>Take Action</b> list.</p> <p><input type="text" value="Select Action..."/></p> <p>Choose the "Forward Applicant" function.</p>	<p>The screenshot shows the Oracle VTHR interface for a job opening. The job title is 'Administrative Services Coordinator IV'. A dropdown menu is open over the 'Manage Applicants' section, with 'Forward Applicant' highlighted. The menu also includes options like 'Add Applicant to New List', 'Add Applicant to Saved List', 'Change Applicant Status', 'Create Interview Evaluation', 'Link Applicant to Job', 'Manage Applicant Checklists', 'Manage Interviews', 'Pre-Employment Check', 'Prepare For Hire', 'Prepare Job Offer', 'Print Application Details', 'Reject Applicant', 'Route Applicant', 'Send Correspondence', and 'Withdraw From Hire'.</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	127879	

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

Sender Information	
From:	Gail Rushford

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



Step	Action																			
3.	Click on the Return button	<p><b>Forward Applicant Preview</b></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><b>Message</b></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 <a href="https://vthruat.erp.state.vt.us/psp/HRUAT/EMPLOYEE/HRMS/c/HRS_HRAT.HRS_MANAGE_APP.GBL?Page=HRS_MANAGE_APP&amp;Action=U&amp;HRS_PERSON_ID=127679">https://vthruat.erp.state.vt.us/psp/HRUAT/EMPLOYEE/HRMS/c/HRS_HRAT.HRS_MANAGE_APP.GBL?Page=HRS_MANAGE_APP&amp;Action=U&amp;HRS_PERSON_ID=127679</a> page.</p> <p>Thank You Gail Rushford</p> <p><input type="button" value="Return"/></p>																		
4.	Click the <b>Send</b> 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><b>Applicants</b> 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>																				