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:

Attached to this email:

Tax Compliance Form

Criminal History Declaration Form

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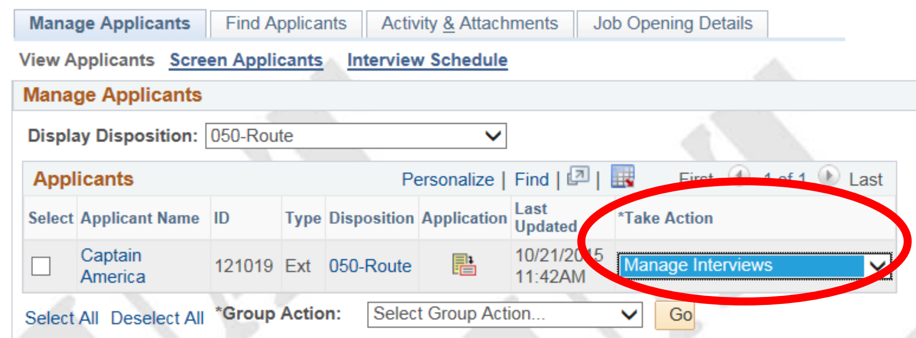
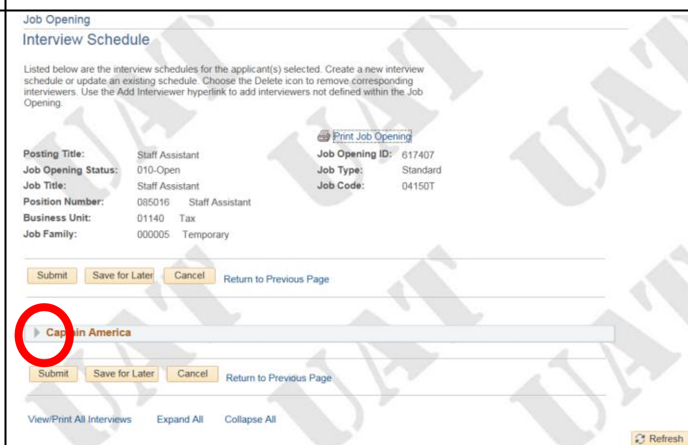
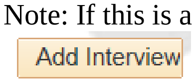
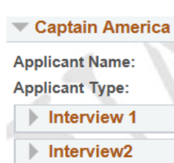
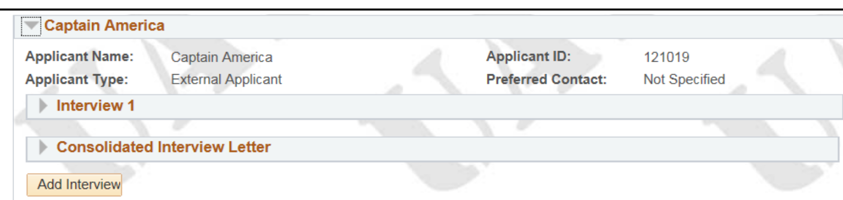
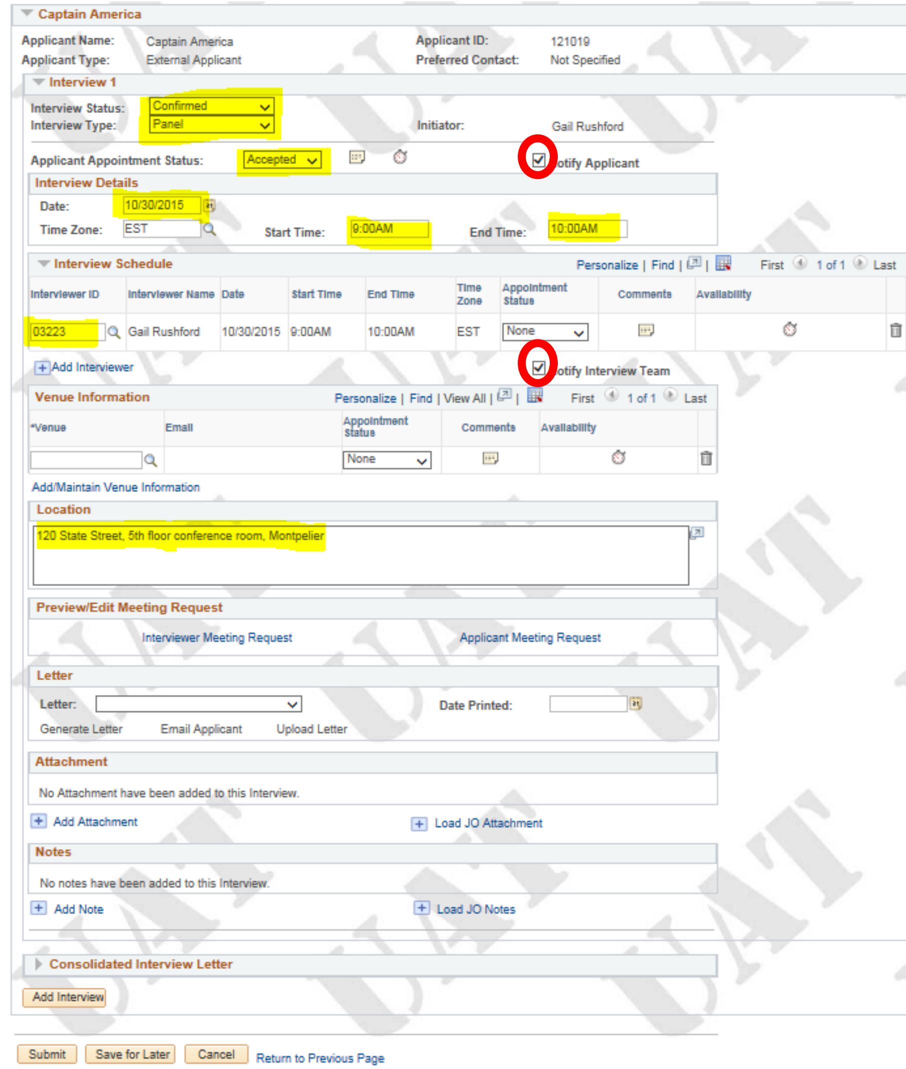
Interview Status Updates

Step	Action	
	BEFORE YOU BEGIN, be aware of the application deadline for your job opening. Do not take any action before that date.	Only applicants who are in "Route" status are available for action by the Hiring Manager.
1.	Select the applicant(s) whose status you are updating. Then, click the **Take Action** list.  Choose the "Manage Interviews" function.  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". BEWARE of "Select All", as an error can easily be made by including an applicant whose status you did not intend to change.	
2.	The system will bring you to the Interview Schedule page. Click on the arrow next to the applicant's name.	
3.	Then, click on the arrow next to Interview 1. Note: If this is a second interview, click on the "Add Interview" button.  The system will add a row for each interview and you will select the applicable row to expand and review or update the details. 	

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.	

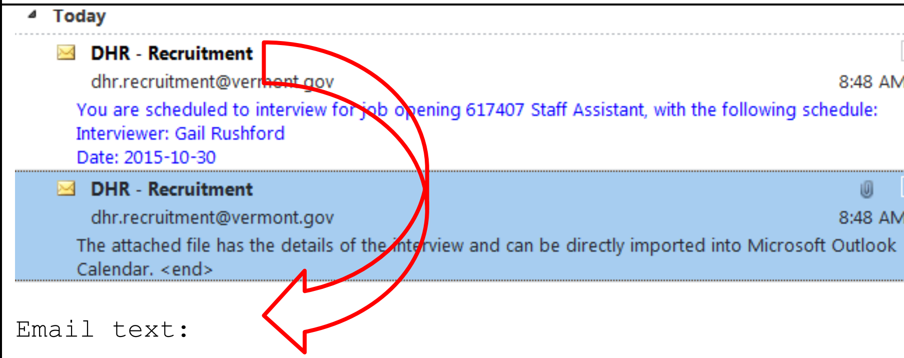
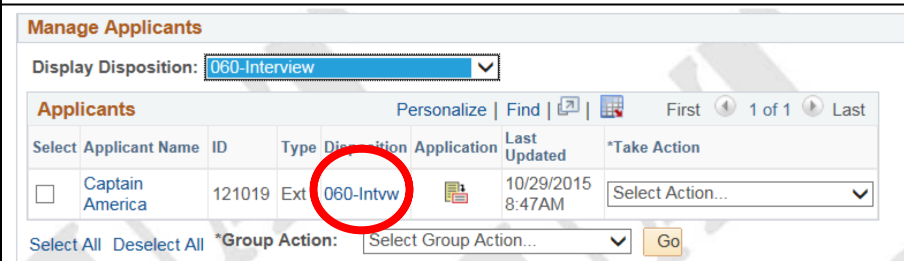
Do not rely solely on the system to communicate with your candidates regarding scheduled interviews. VTHR should be used for confirmation and documentation , but you should still make personal contact with candidates that you have selected to interview. That is the most reliable communication and makes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

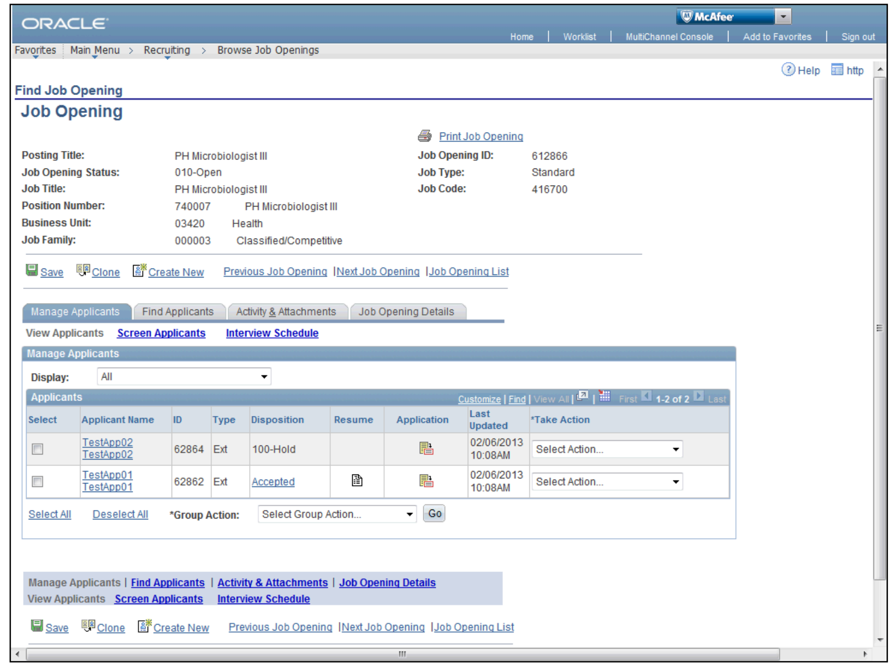
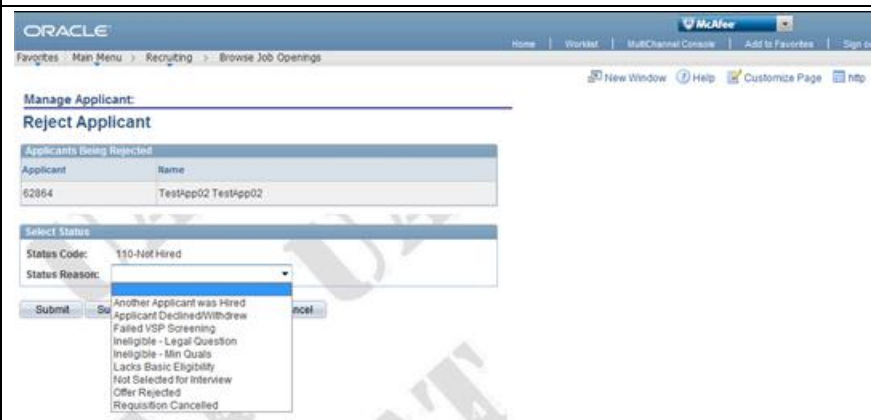
Enter the following:

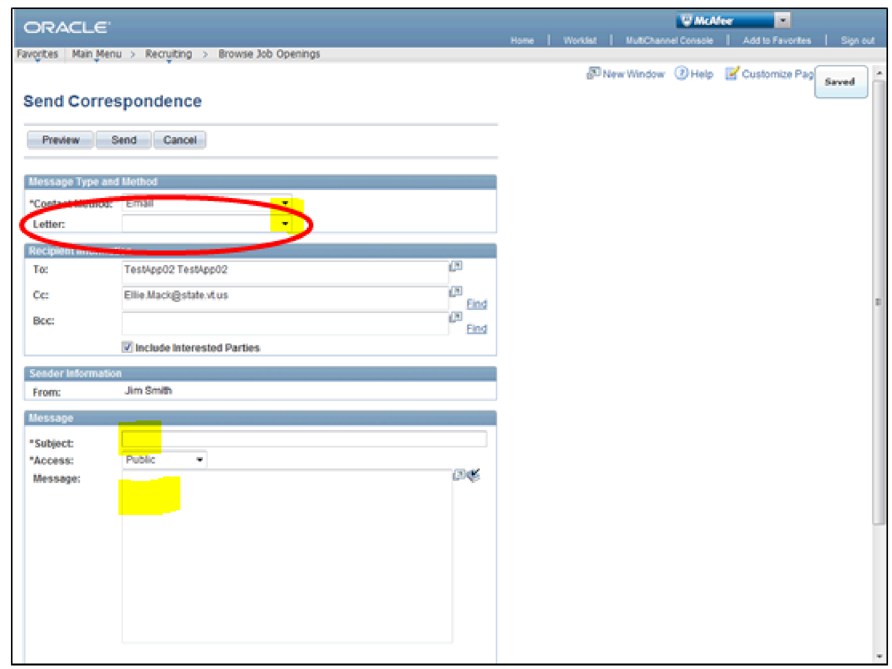
- Interview status as 'Confirmed'
  - Note: If you update the interview status to "Cancelled", the details on this page become "read only" and cannot be edited.
- Interview type as 'Individual, Panel, or Phone'
- Applicant Appointment status as 'Accepted'
- Interview Date
- Interview start time
- Interview 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

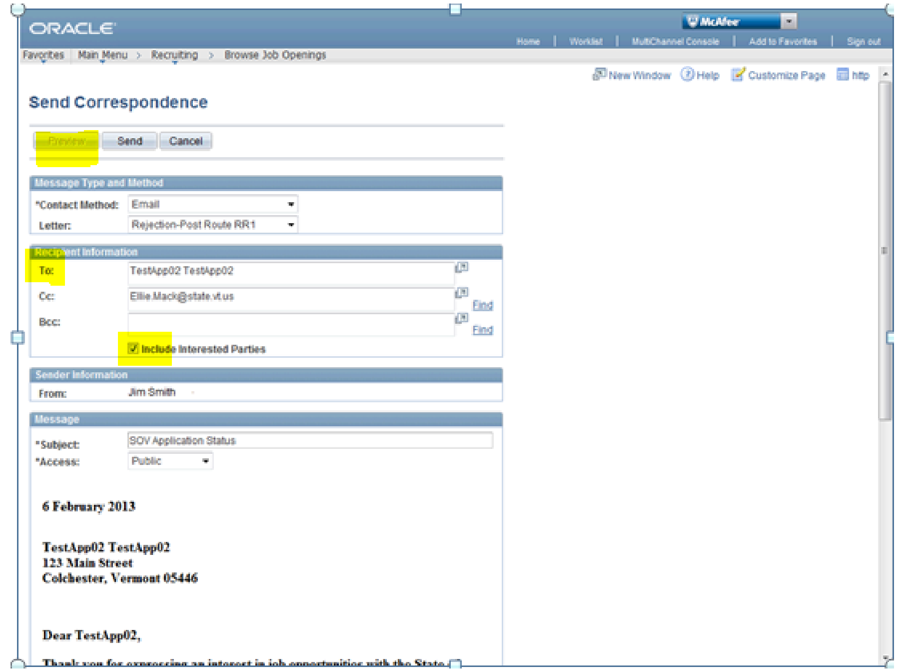
When the details are entered, click Submit

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.	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. 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.) 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.  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. 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: 	 Email text: You are scheduled to interview for job opening 617407 Staff Assistant, with the following schedule: 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 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.
6.	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. To review or update the interview information, choose "Manage Interviews" from the Take Action drop down list.	

Step	Action	
	BEFORE YOU BEGIN, be aware of the application deadline for your job opening. Do not take any action before that date.	Only applicants who are in “Route” status are available for action by the Hiring Manager.
1.	Select the applicant(s) whose status you are updating. Then, click the **Take Action** list.  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". BEWARE of "Select All", as an error can easily be made by including an applicant whose status you did not intend to change. Choose the "Reject Applicant" function, which changes the applicant status to "Not Hired".	
2.	The reasons for a Hiring Manager to reject an applicant are: ~Another Applicant Was Hired ~Applicant Declined/Withdrew (use this reason when an applicant declines or withdraws at the interview stage. ~Not Selected for Interview ~Offer Rejected (use this reason when an applicant declines or withdraws at the offer stage) ~Requisition Cancelled (use this reason when the job opening is being cancelled) The other reasons provided in the dropdown list are for system-generated rejection notices.	

Step	Action	
3.	When you use the "Reject Applicant" function, you have 2 choices: 1. **Submit**: This action only changes the applicant's status to Not Hired. It does not generate any communication to the applicant. 2. **Submit & Send Correspondence**: This action changes the applicant's status to Not Hired and then generates an email for you to complete and send to the applicant. Once you click Submit & 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 dhr.recruitment@vermont.gov or call 828-6700, option 1, then option 4).	
4.	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. However, if no template is chosen, the Message box can be used to type a free-form (custom) notification to the applicant. There are three standard rejection letters for use by the Hiring Manager: **Interviewed IR**: Rejection letter to someone who was interviewed for the position. **Post Route RR1**: Rejection letter to someone who was on the Routed Candidate List but NOT interviewed. **Cancelled JobOpening**: Rejection letter to notify applicant(s) that the job opening is cancelled. The other templates provided in the dropdown list are for system-generated rejection notices.	

Step	Action	
5.	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. 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. 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. 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.	
6.	Click the **Send** button. 	
	Recommended Practices: 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. 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. 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. 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. 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.	

Step	Action	
	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.	Before you begin, the candidate must have been routed to you AND you must have documented in VTHR which candidates were offered interviews.
1.	Select the applicant(s) whose status you are updating. Then, click the **Take Action** list. Select Action... Choose the "Forward Applicant" function.	

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

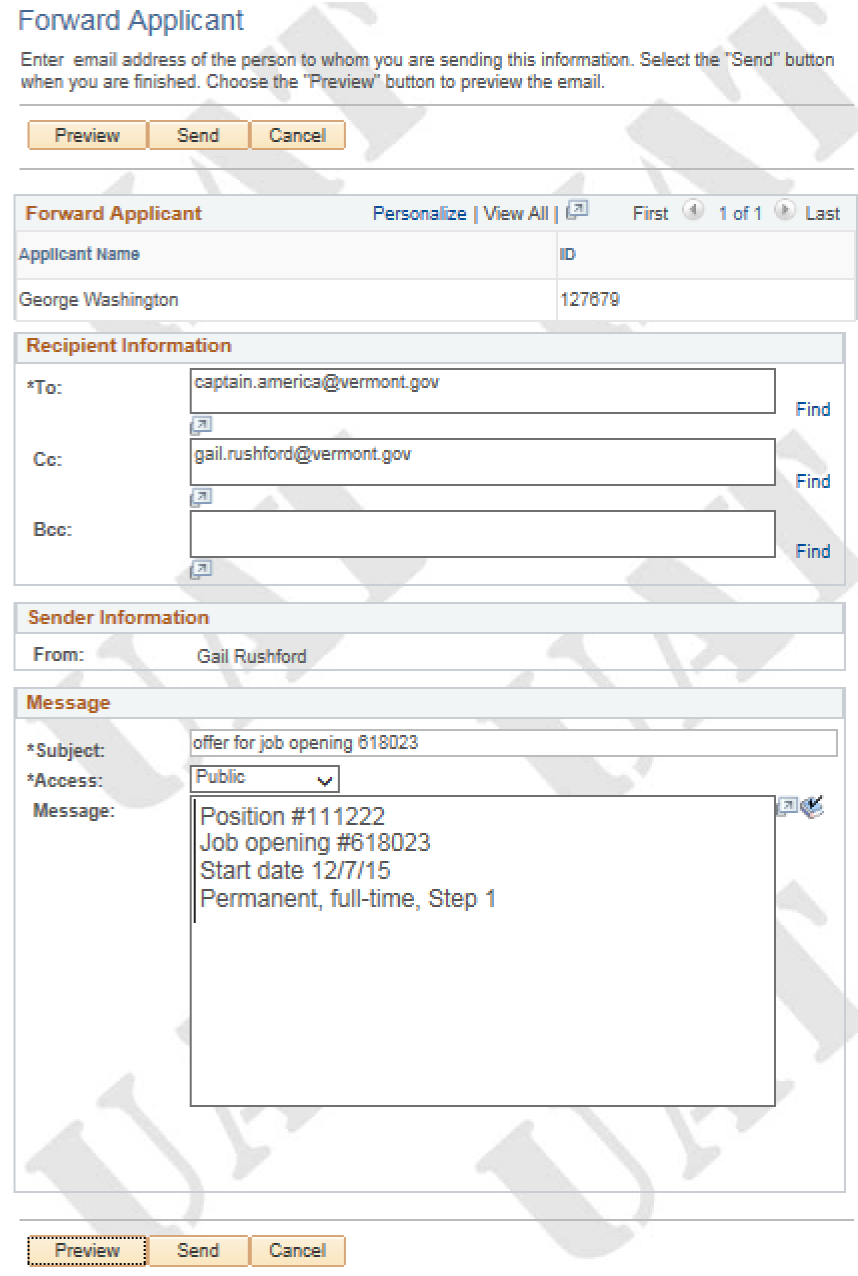
Enter the email addresses of the recipients – minimally, the HR Administrator and the Primary Recruiter

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.



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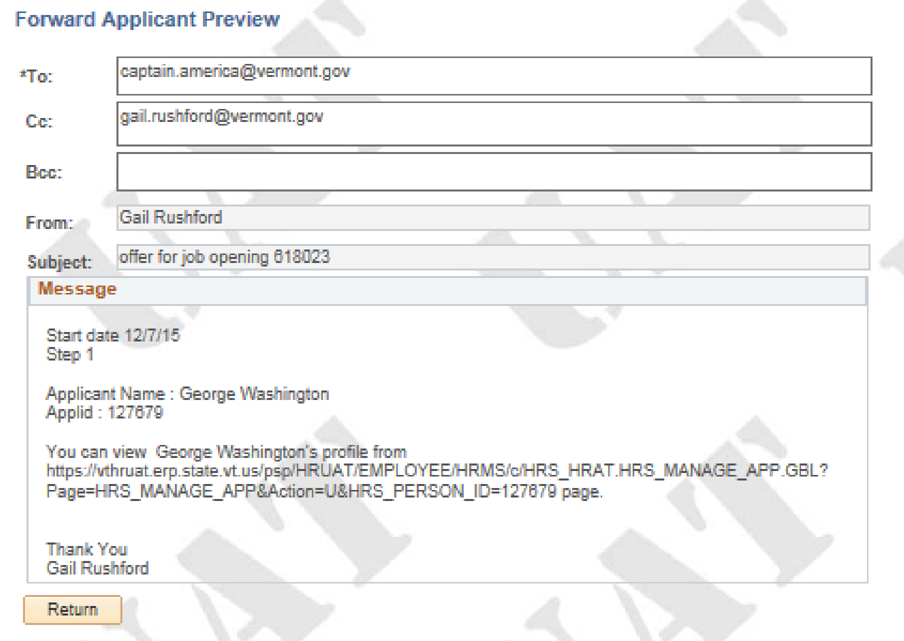
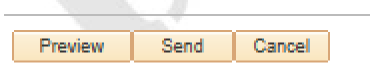
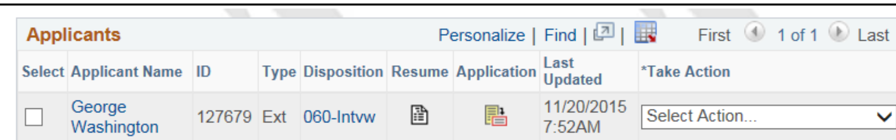
Step	Action	
3.	Click on the Return button	
4.	Click the **Send** button. 	
5.	After you Send, you will return to the Manage Applicant page of the job opening. Forward Applicant does not change the candidate's status.	
	Once the offer has been submitted, the candidate's status will change to 070-Offer. 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".	