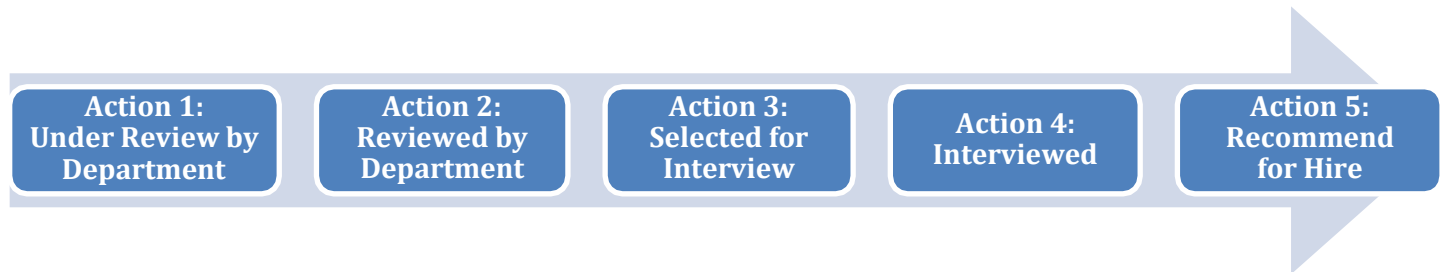


UGAJobs Quick Guide: Taking Action on Applications

Only the **Manager/Supervisor** user group has the ability to move a *single* applicant or *group* of applicants to a new candidate workflow state. These workflow states, or **action reason codes**, are a way for your Search Committee or Hiring Authority to appropriately remove applicants from consideration or move candidates forward in the hiring process.

In order for an applicant to move through the workflow, he and/or she must transition through a series of actions. *A hired candidate will have been moved five times.*



Action 1: Under review by Department

At this workflow state, the designated search committee or hiring official(s) are required to review every applicant. All applicants in the pool must be moved into the **Reviewed by Department** workflow status, unless the candidate has withdrawn their application. If that is the case, you have the option to select **Candidate withdrew application**.

Action 2: Reviewed by Department

Once all candidates have been reviewed, you have the option to choose **Selected for Interview, Candidate withdrew application, Candidate does NOT meet minimum qualifications, OR Candidate met the minimum qualifications, but was NOT interviewed**.

If you select **Candidate met the minimum qualifications, but was NOT interviewed** another field will open, requiring you to select a sub-field. Remember, you must make a choice among the available options in order to satisfy your obligation.

Action 3: Selected for Interview

There are two options under **Selected for Interview**:

1. Selected for 1st or only interview:

- a. Choose this option if:
 - i. Selected for first round interview and not selected for second round interview.
 - ii. Unit only conducted one round of interviews.

2. Selected for 2nd or more interviews:

- a. Choose this option if candidate selected for multiple rounds of interviews. If selected for second or more rounds of interviews, it is inferred that candidate was interviewed at earlier round(s) and selected for the next round of interviews.

At this point in the process, all candidates who are still viable can be moved by selecting **Interviewed**.

If the candidate(s) choose(s) not to attend their interview, you have the option to select **Candidate withdrew application**.

Action 4: Interviewed

At this point, you have the option to take action on your finalist(s) by transitioning them to **Recommended for Hire**. Remember, you MUST have the signed offer letter prior to moving your candidates into the Recommended for Hire state in the workflow.

You then have the option to take action on your remaining candidates by selecting **Candidate withdrew application, Candidate was interviewed, but NOT selected to receive offer OR Candidate offered position, but declined the offer/position**. After making your selection, another field will open, requiring you to select a sub-field. Remember, you must make a choice among the available options in order to satisfy your obligation.

Action 5: Recommended for Hire

Once you take action on your candidate by placing them into the **Recommended for Hire** state, you now can officially begin creating your appointment package. In the **UGAJobs System, the Hiring Proposal** feature will be used to complete your appointment package. At this time in the process, you will be able to choose **Reasons for Hiring the Applicant**. You will be able to select reasons among these available options:

Reasons for Hiring the Applicant

Select all that apply

1. The experience of the candidate selected to receive offer was stronger than those selected to interview
2. The education of the candidate selected to receive offer was stronger than those selected to interview
3. The research interests of the candidate selected to receive offer was more aligned and compatible with existing faculty and department goals than those selected to interview
4. The research impact of the candidate selected to receive offer was stronger than those selected to interview
5. The interview of the candidate selected to receive offer was stronger than those selected to interview
6. The grant support of the candidate selected to receive offer was stronger than those selected to interview
7. The publication history of the candidate selected to receive offer was stronger than those selected to interview
8. Selected candidate offered a new area of interest not represented by other candidates or existing faculty
9. Other (**give reason**)

Removing Applicants from Consideration

Using designated **Action Reason Codes**, you are able to place a *single* applicant or a *group* of applicants into a specific *Internal Workflow State*.

****IMPORTANT:** It is the responsibility of the Search Committee or Hiring Official to appropriately remove applicants from consideration or move candidates forward in the hiring process. It is not the responsibility of the Manager/Supervisor (assigned Business Manager/Admin) to determine why an individual was not hired.

Please provide the reasons below to your Search Committee and/or Hiring Official so they may appropriately remove applicants from consideration.

The Manager/Supervisor will have 5 choices (1-5 listed below) to select from, allowing him and/or her to remove applicants from consideration at the appropriate action in the internal candidate workflow. If the Manager/Supervisor selects choice 3, 4 or 5, another field will open, requiring him and/or her to select a sub-field. The Manager/Supervisor must make a choice among the available options in order to satisfy their obligation.

1. Candidate withdrew application

Use this designation for any reason the candidate voluntarily withdraws an application or indicates they no longer wish to be considered prior to the end of the search process.

2. Candidate does not meet minimum qualifications

Use this designation for any reason the candidate does not meet the minimum standards of education, experience, degree, instructional experience or expertise, license, etc. as defined in the position posting.

3. Candidate met the minimum qualifications, but was not interviewed (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS)

Use this designation for any candidate meeting the minimum standards of education, experience, etc., but not selected for an interview. In the event of questions of why a person was not interviewed, you must have a non-discriminatory, articulable basis for why an individual was not interviewed.

Candidate met the minimum qualifications, but candidate's...

1. Experience not as strong as that of candidates selected for interview
2. Education not as strong as that of candidates selected for interview
3. Research interests are not aligned with or not compatible with those of the department
4. Research impact not as strong of that of candidates selected for interview
5. Publication history not as strong as that of candidates selected for interview
6. Grant support not as strong as that of candidates selected for interview
7. Teaching experience does not align with the department's needs
8. Application submitted after full consideration date (only for Open Until Filled postings with identified full or priority consideration date)*

**Candidates applying after the original full consideration date may be considered only according to the following procedure: A new full (priority, etc.) consideration date, at least 14 days from the prior one, is*

selected by the unit and appended to the previous date in the posting by Central HR or EOO. All candidates applying before the latest full consideration date, whether original or extended, must receive equal review of their qualifications and may not be excluded by date of application. All those applying after the latest date must be excluded from review beyond minimum qualifications unless a subsequent full consideration extension brings their application date into reviewable range.

4. Candidate was interviewed, but not selected to receive offer (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS)

Use this designation for any reason the candidate was interviewed, but not found to be the highest rated candidate. In the event of questions of why a person was not hired, you must have a non-discriminatory, articulable basis for why an individual was not the most qualified. For example, candidate's interview or references raised concerns about the candidate's qualifications.

Candidate interviewed but candidate/candidate's...

1. Experience not as strong as that of candidate selected to receive offer
2. Education not as strong as that of candidate selected to receive offer
3. Research interests are not aligned with or not compatible with those of the department
4. Research impact not as strong as that of candidate selected to receive offer
5. Interview not as strong as that of candidate selected to receive offer
6. Grant support not as strong as that of candidate selected to receive offer
7. Publication history not as strong as that of candidate selected to receive offer
8. Interview raised concerns about candidate's qualifications
9. References raised concern about candidate's qualifications
10. Did not present favorably

5. Candidate offered position, but declined the offer/position (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS)

Use this designation for any reason the candidate is offered the job and declines, citing salary issues, relocation, hours, or other reasons, etc.

Candidate offered position but declined because...

1. Candidate accepted different position
2. Relocation package not sufficient
3. Salary not sufficient
4. Candidate not willing or able to start position on or around position start date
5. Candidate not willing or able to commit to length of contract
6. Candidate indicates personal circumstances changed
7. Candidate no longer desires to accept position without stating reason

Questions concerning the provided Action Reason Codes for removing applicants from consideration, please contact the Equal Opportunity Office, ugafoo@uga.edu or 706-542-7912.