

## 9.2 Hire Applicants

**Purpose:** Use this document as a reference for hiring applicants in ctcLink.

**Audience:** HR Recruiter.

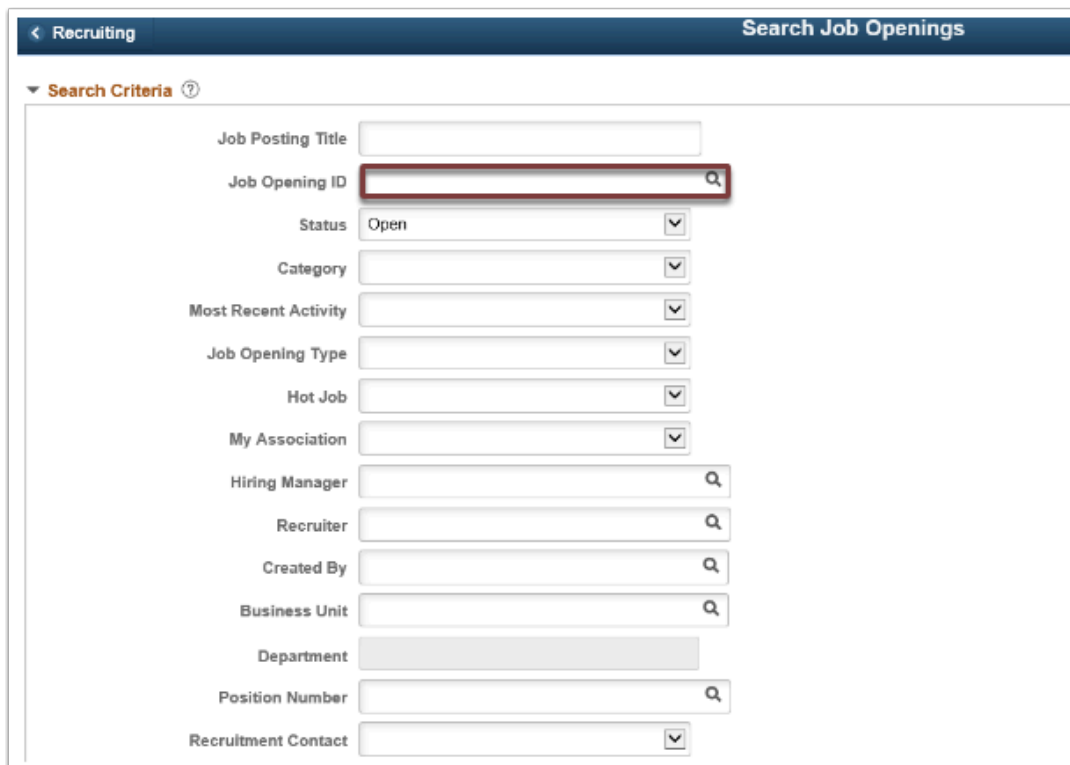
❗ You must have at least one of these local college managed security roles:

- ZZ Hiring Manager
- ZZ Interested Party
- ZZ Recruiter
- ZZ Recruiting Admin Local

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation:** NavBar > Navigator > Recruiting > Search Job Openings

1. The **Search Job Openings** page displays.
2. Enter the position number in the **Job ID** field.
3. Select the **Search** button.



The screenshot shows the 'Search Job Openings' page in the ctcLink system. The page has a dark blue header with a back arrow and the text 'Recruiting' on the left, and 'Search Job Openings' on the right. Below the header is a section titled 'Search Criteria' with a question mark icon. The search criteria form contains the following fields:

- Job Posting Title: Text input field.
- Job Opening ID: Text input field, highlighted with a red box.
- Status: Dropdown menu with 'Open' selected.
- Category: Dropdown menu.
- Most Recent Activity: Dropdown menu.
- Job Opening Type: Dropdown menu.
- Hot Job: Dropdown menu.
- My Association: Dropdown menu.
- Hiring Manager: Text input field with a magnifying glass icon.
- Recruiter: Text input field with a magnifying glass icon.
- Created By: Text input field with a magnifying glass icon.
- Business Unit: Text input field with a magnifying glass icon.
- Department: Text input field.
- Position Number: Text input field with a magnifying glass icon.
- Recruitment Contact: Dropdown menu.

- 4. The **Search Results** display.
- 5. Select the **Job Opening** link.

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria

2 Results Found

Search Results

Select

Job Opening

Job ID

Status

Type

Category

Recruiting Location

Target Openings

Available Openings

Total Appli

☐

TEST Posting

10065

Open

Standard Requisition

☐

CCS District Office

1

1

1

☐

DO NOT APPLY

10040

Open

Standard Requisition

☐

SFCC Campus

1

1

2

Select All Deselect All

Group Actions

- 6. The **Manage Job Opening** page displays.
- 7. Select the desired applicant and choose the **Other Actions** (far right of screen, may need to scroll to right).

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Personalize

Job Opening ID 10065

Status 016 Open

Job Posting Title TEST Posting

Business Unit HR170 (Community Colleges of Spokane)

Job Code 00104G (ADMINISTRATIVE ASSISTANT 3)

Department 66720 (SCC Adult Education/GED)

Position Number 00001006 (ADMINISTRATIVE ASSISTANT 3)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

All (1)

Applied (0)

Reviewed (0)

Screen (0)

Route (0)

Interview (0)

Offer (1)

Hire (0)

Hold (0)

Reject (0)

Applicants

Select

Applicant Name

Applicant ID

Type

Disposition

Application

Resume

Interest

Mark Reviewed

Route

Interview

Reject

Print

Other Actions

☐

Julia Roberts

7872

External

Accepted

☐

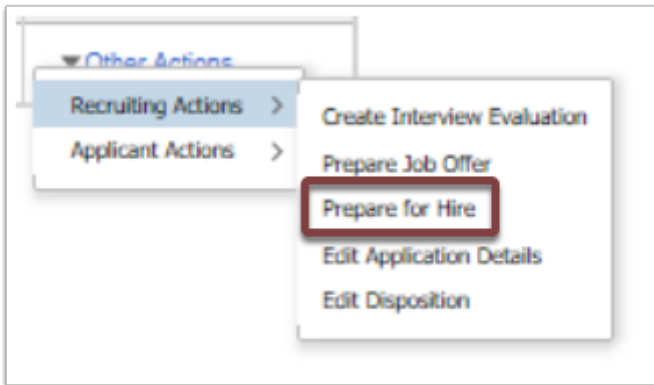
Select All Deselect All

Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category

Top of Page

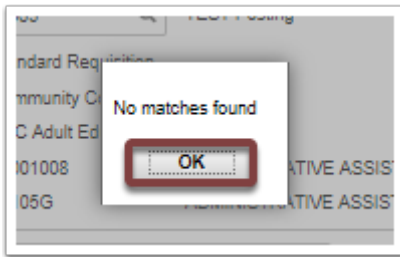
- 8. The **Other Actions** sub-menu displays.
- 9. Select **Recruiting Actions** and **Prepare for Hire**.



10. The **Prepare for Hire** pagelet displays.
11. Enter the **Type of Hire**.
12. Verify the date in the **Start Date** field.
13. Select the **Verify Employee ID** link. **NOTE: You MUST verify Employee ID before submitting request to HR.**
14. **Note:** Employee ID information for internal applicants will carry over.

 A screenshot of the 'Prepare for Hire' pagelet in a software application. The pagelet has a title bar 'Prepare for Hire' and a sub-header 'To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.' Below this, there are two main sections. The first section displays applicant information: Applicant ID (7872), Applicant Name (Julia Roberts), Current Disposition (071 Offer Accepted), Disposition Date (08/08/2019), Applicant Type (External - New), and Application Date (02/14/2019). The second section displays job opening information: Job Opening ID (10085), Job Opening Type (Standard Requisition), Business Unit (Community Colleges of Spokane), Department (SCC Adult Education/GED), Position Number (00001008), and Job Code (00105G). Below these sections, there are fields for '\*Type of Hire' (set to Hire), '\*Start Date' (08/03/2019), 'Contract Number', 'Employee ID', and 'Employee ID Verified' (set to No). A link 'Verify Employee ID' is highlighted with a red rectangular box next to the 'Employee ID Verified' field. There is also a checkbox for 'Send Offer Letter to HR' and a 'Hire Comments' text area. At the bottom, there are two buttons: 'Submit Request To HR' (green) and 'Cancel' (grey).

15. The verification result **Message** displays.
16. Select the **OK** button.



17. The **Send Offer Letter to HR** checkbox automatically populates.
18. Enter comments in the **Comments** field, if necessary.
19. Select the **Submit Request to HR** button.
20. The confirmation **Message** displays.
21. Select the **OK** button.

**Prepare for Hire**

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID	7872
Applicant Name	Julia Roberts
Current Disposition	071 Offer Accepted
Disposition Date	05/06/2019
Applicant Type	External - New
Application Date	02/14/2019

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Job Opening ID	10085	TEST Posting
Job Opening Type	Standard Requisition	
Business Unit	Community Colleges of Spokane	
Department	SCC Adult Education/GED	
Position Number	00001008	ADMINISTRATIVE ASSISTANT 3
Job Code	00105G	ADMINISTRATIVE ASSISTANT 3

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\*Type of Hire: Hire

\*Start Date: 06/03/2019

Contract Number

Employee ID

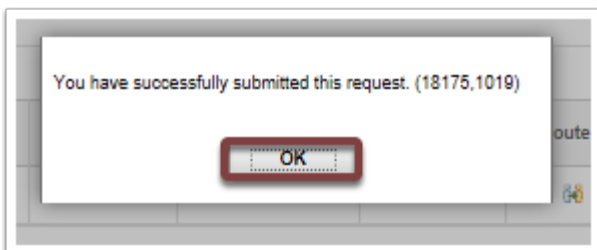
Employee ID Verified: Yes [Verify Employee ID](#)

☒ **Send Offer Letter to HR**

Hire Comments: Start date updated to June instead of May.

Submit Request To HR
Cancel

22. A message displays confirming the request has been submitted.
23. Select the **OK** button.



24. The **Manage Job Opening** page displays with update.

25. Notice the Disposition is now **Ready**.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#)

Job Opening ID 10065

Job Posting Title TEST Posting

Job Code 00105G (ADMINISTRATIVE ASSISTANT 3)

Position Number 00001008 (ADMINISTRATIVE ASSISTANT 3)

Status 010 Open

Business Unit HR170 (Community Colleges of Spokane)

Department 98720 (SCC Adult Education/GED)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

All (1)

Applied (0)

Reviewed (0)

Screen (0)

Route (0)

Interview (0)

Offer (0)

Hire (1)

Hold (0)

Reject (0)

Applicants

Q

1-1 of 1

View All

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
<input type="checkbox"/>	Julia Roberts	7872	External	Ready			☆☆☆X						Other Actions

Select All

Deselect All

Group Actions

26. The process to hire an applicant is complete.
27. End of procedure.