

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 help icon. The search criteria are listed as follows:

- Job Posting Title: Text input field
- Job Opening ID: Text input field with a search icon, 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 search icon
- Recruiter: Text input field with a search icon
- Created By: Text input field with a search icon
- Business Unit: Text input field with a search icon
- Department: Text input field (disabled)
- Position Number: Text input field with a search icon
- Recruitment Contact: Dropdown menu

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

Search Job Openings help | Personalize Page

[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
<input type="checkbox"/>	TEST Posting	10065	Open	Standard Requirement	<input type="checkbox"/>	CCS District Office	1	1	1
<input type="checkbox"/>	DO NOT APPLY	10040	Open	Standard Requirement	<input type="checkbox"/>	SFCC Campus	1	1	2

Select All Deselect All ▼ Group Actions

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

Manage Job Opening Related Content

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Job Opening ID: 10065 Status: 010 Open
 Job Posting Title: TEST Posting Business Unit: HR170 (Community Colleges of Spokane)
 Job Code: 001040 (ADMINISTRATIVE ASSISTANT 3) Department: 66720 (SJC Adult Education/ED)
 Position Number: 00001006 (ADMINISTRATIVE ASSISTANT 3)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (1)	Applied (2)	Reviewed (0)	Screen (2)	Route (4)	Interview (2)	Offer (1)	Hire (0)	Hold (0)	Reject (2)
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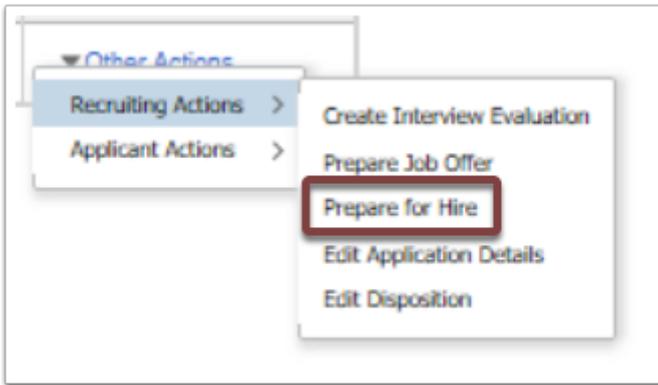
Applicants ?

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

Select All Deselect All ▼ Group Actions

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- The **Other Actions** sub-menu displays.
- 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. 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 several sections of information:

- Applicant Information:** Applicant ID 7872, Applicant Name Julia Roberts, Current Disposition 071 Offer Accepted, Disposition Date 05/08/2019, Applicant Type External - New, Application Date 02/14/2019.
- Job Opening Information:** Job Opening ID 10085 (with a search icon) 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.
- Hire Details:** *Type of Hire Hire (dropdown), *Start Date 08/03/2019 (calendar icon), Contract Number, Employee ID, Employee ID Verified No, and a 'Verify Employee ID' link highlighted with a red box. There is also a checked checkbox for 'Send Offer Letter to HR'.
- Hire Comments:** A text area for entering comments, with a small icon to the right.
- Buttons:** A green 'Submit Request To HR' button and a grey 'Cancel' button at the bottom.

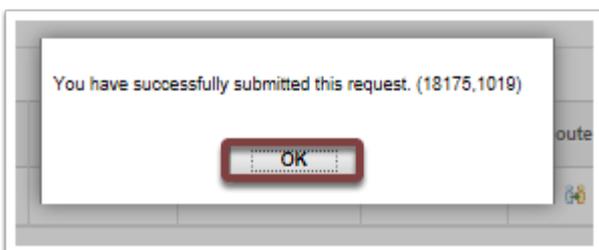
15. The verification result **Message** displays.
16. Select the **OK** button.



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.

A screenshot of a web application titled "Prepare for Hire". The form contains the following information:
- 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
- Job Opening ID: 10085 (with a search icon) TEST Posting
- Job Opening Type: Standard Requisition
- Business Unit: Community Colleges of Spokane
- Department: SCC Adult Education/GED
- Position Number: 0001008 ADMINISTRATIVE ASSISTANT 3
- Job Code: 00105G ADMINISTRATIVE ASSISTANT 3
- *Type of Hire: Hire (dropdown menu)
- *Start Date: 06/03/2019 (calendar icon)
- Contract Number: (empty)
- Employee ID: (empty)
- Employee ID Verified: Yes (with a "Verify Employee ID" link)
- Send Offer Letter to HR: (checkbox is highlighted with a red box)
- Hire Comments: Start date updated to June instead of May. (text area)
At the bottom, there are two buttons: "Submit Request To HR" (highlighted with a red box) and "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

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Job Opening ID 10065 Status 010 Open
Job Posting Title TEST Posting Business Unit HR170 (Community Colleges of Spokane)
Job Code 00105G (ADMINISTRATIVE ASSISTANT 3) Department 98720 (SCC Adult Education/GED)
Position Number 00001008 (ADMINISTRATIVE ASSISTANT 3)

[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 ②

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.