

**Human Resource Services**

**Applicant Tracking System User Guide**

**Staff Recruitment**

Revised: March 24, 2017

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# INTRODUCTION

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| Login | **Performed by**: All user groups |

Go to: <https://my.evergreen.edu/> and sign in using your Evergreen user name and password.

Click: Hiring (Staff and Faculty).

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| Select Your User Group | **Performed by**: All user groups |

Use the “**Current Group**” drop down near the top right of the screen to select the correct user group for the task you are performing:

* Initiator – creates a Posting Request to begin a staff recruitment
* Appointing Authority – reviews and approves Posting Requests and Hiring Proposals
* Budget – reviews and approves Posting Requests and Hiring Proposals
* President/Vice President/Provost – reviews and approves Posting Requests
* Search Committee Member – reviews applications and enters evaluative criteria for each applicant
* Search Committee Chair – reviews applications, enters evaluative criteria for each applicant, moves applicants through the Application workflow, and uploads documentation to select applicants
* Hiring Manager – initiates Hiring Proposals, makes employment offers, and records the outcome of the offers
* Human Resources – manages the applicant tracking system and staff recruitment process

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| Set Preferences | **Performed by**: All user groups |

Set your default user group and/or preferred first name:

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Click on the “**My Profile**” tab.
4. Next to User Details, click: “**Edit**.”
5. Update the “**First Name**” field with your preferred first name.
6. Locate the “**Preferred Group On Log In**” field and select your preference from the drop down list.
7. Click “**Update User**.”

# PHASE 1 – Posting Workflow

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| Create a New Staff Posting | **Performed by**: Initiator |

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the “**Initiator**” user group using the “**Current Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click “**Create New Posting**” and then “**Create from Position Type**.”
6. Complete the required fields on this page. If you are the Initiator for only one unit, the fields on this screen will populate automatically so you will not see any required fields. If you are the Initiator for multiple Departments and/or Units, you will need to select to Department/Unit that the position reports to. Selecting the wrong Department and/or Unit may result in an email going to the incorrect person when you submit the Posting in the workflow. Once you have completed the required fields (if any), click “**Create New Posting**.”
7. Continue working through each section of the Posting form by completing the required fields and as many desired fields as you’d like, clicking “**Next**” on each page.
8. When you reach the Summary page, hover over the “**Take Action on Request**” button and select the appropriate workflow action.
9. When the take action dialog box appears, add comments (optional), and click “**Submit**.”
10. An email is sent automatically to the Appointing Authority.

The workflow for the Posting Request is: Initiator, Appointing Authority, Budget, President/VP/Provost, HRS.

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| Review and Approve/Deny a Staff Posting | **Performed by:** Appointing Authority, Budget, and President/Vice President/Provost |

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Appointing Authority, Budget, or President/Vice President/Provost) using the “**Current Group**” drop down near the top right of screen.
4. In the “**Home**” tab under “**Inbox**” click on the Job Title (this takes you to the “**Summary**” tab of the Posting).
5. Review the posting details on the “**Summary**” tab.

**If changes are needed:**

1. Select “**edit**” next to the section that needs changes.
2. Make changes and click “Next” until you get to the “**Summary**” page, or click on “**Summary**” in the left navigation menu.
3. After all changes have been made, follow remaining steps to submit the Posting in the workflow.

**If no changes are needed:**

1. From the “**Summary**” page, hover over the “**Take Action on Posting**” button and select the appropriate workflow action.
2. When the take action dialog box appears, add comments (optional), and click “**Submit**.”
3. An email is sent automatically to the next user in the workflow.

The workflow for the Posting Request is: Initiator, Appointing Authority, Budget, President/VP/Provost, HRS.

# PHASE 2 – Application Workflow

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| Evaluate Applicants | **Performed by:** Search Committee Member and Search Committee Chair |

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Search Committee Member or Search Committee Chair) using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click on the Position Title (this takes you to the “**Summary**” tab of the Posting).
6. Go to the “**Applicants**” tab within the Posting.
7. Click on the **Last Name** of the applicant you want to evaluate.
8. Click “**Evaluate** **Applicant**.”
9. Scroll to the “**Supplemental** **Questions**” section of the application and position the “**Evaluative** **Criteria**” dialogue box in such a way that you can review the applicant’s responses and complete the evaluation. You may also use the rest of the application materials to complete the evaluation. This will require you to open the attached documents in a separate window and navigate back and forth between the applicant’s materials and the “**Evaluative** **Criteria**” dialogue box.
10. Click: “**Save**” and you are done with that applicant or click: “**Save** **and** **Next**” to move to the next applicant in the list automatically, starting again at step 8 to evaluate.
11. Click “**Applicant** **Review**” to return to the list of applicants in the “**Applicants**” tab of the posting.

**Add a column to help you keep track of which applicants you have already evaluated (optional):**

This is a one-time set up. By completing the steps below, the Applicant Evaluation Status column should be present each time you evaluate applicants for this posting and all future postings.

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Search Committee Member or Search Committee Chair) using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click the Position Title (this takes you to the “**Summary**” tab of the Posting).
6. Go to the “**Applicants**” tab within the Posting.
7. Click “**More** **Search** **Options**.”
8. In the “**Add** **Column**” drop down, select “**Evaluative** **Criterion** **Status**.”
9. An “**Evaluative** **Criterion** **Status**” column will appear in the search results section.
10. Click “**Save** **this** **search**?”
11. Click the checkbox next to “**Make** **it** **a** **default** **search**?”
12. Enter a name for the search such as “**Applicant** **Evaluation** **status**.”
13. Click “**Save** **this** **Search**.”

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| Review Search Committee Member’s Applicant Evaluations | **Performed by:** Search Committee Chair |

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Search Committee Chair) using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click on the Position Title (this takes you to the “**Summary**” tab of the Posting).
6. Go to the “**Applicants**” tab within the Posting.
7. Hover over the main “**Actions**” button and select “**Download Applicants Evaluations**.”
8. The results will export to an Excel document. ***Note****: The spreadsheet will need to be reformatted to be useful. Contact the assigned HR staff person for assistance with formatting. This is a known issue and the vendor plans to correct the formatting issue in a future system update.*

After all of the applicants have been evaluate by each search committee member, some or all of the applicants need to be moved in the workflow. See the **Move Applicants in the Workflow** section of this user guide.

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| Move Applicants in the Workflow | **Performed by:** Search Committee Chair |

This table defines when applicants are moved, which user group moves applicants, and the workflow state options for each move:

|  |  |  |
| --- | --- | --- |
| **When to move applicants** | **Search Committee Chair** | **Hiring Manager** |
| After search committee review of applications | * *Reviewed, Approved for Phone Interview* * *Reviewed, Approved for On Campus Interview* * *Reviewed, Not Approved for Interview* |  |
| After Phone Interviews *(if applicable)* | * *Declined Phone Interview* * *Phone Interview Completed, Approved for On Campus Interview* * *Phone Interview Completed, Not Approved for On Campus Interview* |  |
| After On Campus Interviews | * *Decline Campus Interview* * *On Campus Interview Completed, Recommended for Reference Checks* * *On Campus Interview Completed, Not Recommended for Reference Checks* |  |
| After Reference Checks are conducted or waived |  | * *Reference Checks Completed or Not Required, Recommended for Hire* * *Reference Checks Completed, Not Recommended for Hire* * *Reference Checks Not Completed, Not Recommended for Hire* |

**Tips on moving applicants in the workflow:**

* Don’t move applicants before the search committee members have finished evaluating applicants.
* Moving applicants will not generate an e-mail to applicants. Talk with the assigned HR staff person about status notifications to applicants.
* If you accidentally moved an applicant to the wrong workflow state or circumstances have changed and you need to modify an applicant’s workflow state, contact the assigned HR staff person for assistance.

**How to Move Applicants:**

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click on the “**Position Title**” (this takes you to the “**Summary**” tab of the Posting).
6. Go to the “**Applicants**” tab within the Posting, then choose one of the two options below.

**Option 1 - Move one application at a time:**

1. Click on the applicant’s **Last Name**.
2. Hover over the “**Take Action on Job Application**” button and select the appropriate workflow action.
3. Click “**Submit.**”
4. Return to the list of Applicants on the Applicant Tab.
5. You may need to refresh the page to see the results of the previous step.

Repeat these steps for each applicant you need to move or try a bulk move using the next set of steps.

**Option 2 - Move multiple applicants at a time (bulk move):**

1. To move multiple applicants, click “**More Search Options**” to expand the search field section.
2. Select the workflow state(s) that the applicants you want to move ***are currently in*** (hold the Ctrl button to select more than one).
3. Click “**Search.**”
4. Check the boxes next to the applicants to be moved.
5. Hover over the main “**Actions**” button and select “**Move in Workflow**.”
6. Select the correct workflow step from the main drop down at the top of the page to move all applicants to the same step in the workflow, or select each new state on an individual basis, then click “**Save changes**.”
7. You may need to refresh the page to see the results of the previous step.

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| Access Interview Questions | **Performed by:** Search Committee Member and/or Search Committee Chair |

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Search Committee Member or Search Committee Chair) using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click on the “**Position Title**” (this takes you to the “**Summary**” tab of the Posting).
6. Scroll down to the “**Internal Posting Documents**” section.
7. Click on the document to open it:
   1. **Interview Questions - Applicant Copy (Staff)** – this is a copy you may provide to the interviewee during the interview.
   2. **Interview Questions (Staff)** – this has the questions/criteria and space for the committee reviewers to write notes.
8. Print as many sets as needed.

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| Upload Post-Interview Strengths and Weaknesses Form | **Performed by:** Search Committee Chair |

Each applicant interviewed must have a **Post-Interview Strengths and Weaknesses Summary form** uploaded to their application by the Search Committee Chair. The forms should be completed in collaboration with the search committee members and be based on the information leaned during the interviews.

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Search Committee Chair) using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click on the **Position Title** (this takes you to the “**Summary**” tab of the Posting).

**Access the blank Post-Interview Strengths and Weaknesses Summary form:**

1. In the Summary tab, scroll to the “**Internal Posting Documents**” section and click on the “**Post-Interview Strengths and Weaknesses (Staff)**” link to open a Word document.
2. Save the document using **Post-Interview Strengths and Weaknesses form** as the name of the document, and fill out one for each person interviewed.
3. Save each completed form as an individual document to be uploaded to the applicant in the system. Use the applicant’s name when naming the document so you can easily find the correct document to upload when the time comes. Example: *Post-Interview Strengths and Weaknesses form – Ellie Hund*.

**Upload the completed Post-Interview Strengths and Weaknesses Summary form(s):**

1. In the “**Applicants”** tab, click on the **Last Name** of the applicant that you want to upload the document to.
2. Click on the “**Supporting Documents**” tab.
3. Click “**Add Document**,” browse for the **Post Interview Strengths and Weaknesses Summary form** you created for that applicant, add a name and/or description (both are optional), and click “**Submit**.”

After these steps have been completed, applicants must be moved in the workflow. See the **Move Applicants in the Workflow** section of this user guide.

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| Recommend Applicant(s) for Reference Checks | **Performed by:** Search Committee Chair |

Move the applicant(s) that the search committee recommends for reference checks in the workflow using the instructions in the section: **Move Applicants in the Workflow**. **Note**: This step must be done, even if reference checks may be waived for the finalist.

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| Review and Save Post-Interview Strengths and Weaknesses Form(s) | **Performed by:** Hiring Manager |

Review the **Post-Interview Strengths and Weaknesses Summary form** uploaded to the applicant(s) being recommended for reference checks.

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Hiring Manager) using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click on the “**Position Title**” (this takes you to the “**Summary**” tab of the Posting).
6. In the “**Applicants”** tab, click on the **Last Name** of the applicant.
7. Click on the “**Supporting Documents**” tab.
8. Open the **Post-Interview Strengths and Weaknesses Summary form** for this applicant.
9. Review the form to determine if you want to conduct reference checks on the applicant.

Repeat these steps for each applicant recommended for reference checks.

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| Conduct or Waive Reference Checks | **Performed by:** Hiring Manager |

***Conduct Reference Checks***

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Hiring Manager) using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click on the “**Position Title**” (this takes you to the “**Summary**” tab of the Posting).

**Before contacting references, access the blank Reference Checking form:**

1. In the Summary tab, scroll to the “**Internal Posting Documents**” section and click on the “**Reference Checking form (Staff)**” link to open a Word document.
2. Save the blank document.
3. Complete one **Reference Checking form** for each reference checked and save each completed form. You will need to upload each of the **Reference Checking** forms you save so use a descriptive naming structure, including the applicant’s name.

**After contacting references, upload the completed Reference Checking form(s):**

1. In the “**Applicants”** tab, click on the **Last Name** of the applicant that you want to upload the document to.
2. Click on the “**Supporting Documents**” tab.
3. Click “**Add Document**,” browse for the completed **Reference Checking form** you created for that applicant, add a name and/or description (optional), and click “**Submit**.” Perform this step once for each **Reference Checking form** you need to upload, making sure to attach the correct form(s) to the correct applicant(s).

***Waive Reference Checks***

In consultation with the assigned HR staff person, the Hiring Manager may opt to waive the reference checking step. If waiving reference checks, move the finalist to “**Reference Checks Completed or Not Required, Recommended for Hire**.” See the **Move Applicants in the Workflow** section of this user guide.

**Next Steps**: Each applicant recommended by the Search Committee for Reference Checks needs to be moved to the appropriate next step in the workflow:

* + Reference Checks Completed or Not Required, Recommended for Hire
  + Reference Checks Completed, Not Recommended for Hire
  + Reference Checks Not Completed, Not Recommended for Hire

Reference checking is the last step in the process to identify a finalist. As soon as a finalist has been identified, the Hiring Manager must initiate a Hiring Proposal to receive approval to make the offer. See **Phase 3 – Hiring Workflow**.

# PHASE 3 – Hiring Workflow

## 

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| Hiring Proposals | **Performed by**: Hiring Manager, Appointing Authority, and Budget |

### Introduction

After interviews have been conducted and references have been checked, the Hiring Manager initiates a Hiring Proposal *before* the position is offered (step 1). The Hiring Proposal is reviewed by the Appointing Authority, Budget, then HRS. If all users in this workflow approve, the Hiring Proposal moves to the Hiring Manager, giving the Hiring Manager permission to proceed with offering the position (step 2). After making the offer, the Hiring Manager records the outcome of the offer (agreed upon salary and start date) in the Hiring Proposal and sends it to HRS for processing (step 3).

### Process Summary

The Hiring Proposal is used pre- and post-offer to complete these steps:

**Step 1 (*pre-offer*)**: Initiate a request seeking approval to offer *(Hiring Manager)*

**Step 2 (*pre-offer*)**: Approve or deny the request to offer *(Appointing Authority, Budget, and HRS)*

**Step 3 (*offer*)**:Conditional offer or Regular offer extended outside of the system *(Hiring Manager)*

**Step 4 (*post-offer*)**: Record the outcome of the offer *(Hiring Manager)*

### Process Overview

This table defines how the Hiring Proposal moves through the workflow, who moves it, and the workflow state options at each step:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hiring Proposal process** | **Workflow state options** | | | |
| **Hiring Manager** | **Appointing Authority** | **Budget** | **Human Resources** |
| **Step 1 (pre-offer):**  Initiate a Hiring Proposal | * *Send to Appointing Authority Review* |  |  |  |
| **Step 2 (pre-offer):**  Approve or deny the request to offer |  | * *Return to Hiring Manager* * *Send to Budget* | * *Return to Appointing Authority* * *Send to Human Resources* | * *Return to Budget* * *Send to Hiring Manager (Hiring Proposal Approved - Extend Conditional Offer)* * *Send to Hiring Manager (Hiring Proposal Approved - Extend Offer)* |
| *If a Background Check* ***is*** *Required* | | | | |
| **Step 3 (offer):**  Conditional Offer Approved (background check required) | * *Send to Human Resources (Conditional Offer Extended and Declined)* * *Send to Human Resources (Conditional Offer Extended and Accepted)* |  |  |  |
| Background Check conducted outside of the system by HRS |  |  |  | * *Send to Hiring Manager (Background Check Passed, Extend Final Offer)* * *Background Check Failed, Not Hired* |
| *If a Background Check* ***is not*** *Required* | | | | |
| **Step 3 (offer):**  Regular Offer Approved (no background check required) | No action required in the system – move to step 4 |  |  |  |
| **Step 4 (post-offer):**  Record the outcome of the offer | * *Send to Human Resources (Offer Extended and Accepted)* * *Send to Human Resources (Offer Extended and Declined)* |  |  |  |

### Step 1 (pre-offer): Initiate a Hiring Proposal

**Performed by**: Hiring Manager

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the “**Hiring** **Manager**” user group using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Postings**” tab and select “**Staff**.”
5. Click the Position Title (this takes you to the “**Summary**” tab of the Posting).
6. Go to the “**Applicants**” tab within the Posting.
7. Click on the **Last Name** of the applicant you want to start a Hiring Proposal for.
8. Click on the “**Supporting Documents**” tab.
9. Click on the file name of the **Post-Interview Strengths and Weaknesses Summary form** to open the document and save it using a descriptive naming structure, including the applicant’s name. You will be attaching this document to the Hiring Proposal.
10. Click “**Start Staff Hiring Proposal.**”
11. Click “**Start Staff Hiring Proposal**” again.
12. Complete the “**Pre-Offer: Highest Monthly Salary Amount to be Offered**” field and “**Relocation Compensation**” field, if applicable. Leave all of the other fields blank.
13. Click “**Next.**”
14. In the row for “**Finalist-Post-Interview Strengths and Weaknesses Summary (Staff)**” hover over “**Actions**” and select “**Upload New**.”
15. Browse for the document you saved in step 9, and click “**Submit**.”
16. Click “**Next**” to return to the Summary tab.
17. Hover over the “**Take Action on Hiring Proposal**” button and select the appropriate workflow action.

### Step 2 (pre-offer): Approve or deny a Hiring Proposal

**Performed by**: Appointing Authority, Budget, and HRS

Review the Pre-Offer Hiring Proposal created by the Hiring Manager and move it in workflow by following these steps:

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the correct user group (Appointing Authority or Budget) using the “**Current Group**” drop down near the top right of screen.
4. Hover over the “**Hiring Proposals**” tab and select “**Staff**.”
5. Click the “**Last Name**” of the finalist to open the Hiring Proposal.
6. Review the information in the Summary tab, including the **Finalist-Post-Interview Strengths and Weaknesses Summary (Staff)** document and amount listed in the **Pre-Offer: Highest Monthly Salary Amount to be Offered** field.

***If changes are needed:***

1. Click **Edit** in the heading of the Hiring Proposal, then make the necessary changes to the “**Pre-Offer: Highest Monthly Salary Amount to be Offered**” field and/or “**Relocation Compensation**” field, if applicable. Leave all of the other fields blank. *Note*: The salary amount should be the *highest* amount the Hiring Manager is approved to offer, including room to negotiate.
2. The **Next** button will take you to the section add **Hiring Proposal Documents**. There is not action required in this section so click **Next** and you will return to the **Summary** tab.
3. From the “**Summary**” page, follow remaining steps to submit the Hiring Proposal in the workflow.

***If no changes are needed:***

1. From the “**Summary**” page, hover over the “**Take Action on Hiring Proposal**” button and select the appropriate workflow action.
2. When the take action dialog box appears, add comments (optional), and click “**Submit**.”
3. An email is sent automatically to the next user in the workflow.

The workflow for the Pre-Offer Hiring Proposal is: Hiring Manager, Appointing Authority, Budget, HRS.

### Step 3 (offer): Conditional offer or Regular offer extended outside of the system

**Performed by:** Hiring Manager

When HRS approves the pre-offer Hiring Proposal, it will arrive to the Hiring Manager in one of two workflow states:

* Hiring Proposal Approved - Extend Conditional Offer
* Hiring Proposal Approved - Extend Offer

***When a background check is required:***

A conditional offer is extended by the Hiring Manager (outside of the system). Record the outcome of the conditional offer in the system:

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the “**Hiring** **Manager**” user group using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Hiring Proposals**” tab and select “**Staff**.”
5. Click the “**Last Name**” of the finalist to open the Hiring Proposal.
6. From the “**Summary**” page, hover over the “**Take Action on Hiring Proposal**” button and select the appropriate workflow action:
   1. If the conditional offer was declined, select **Send to Human Resources (move to Conditional Offer Extended and Declined)**, follow the remaining steps, and you are done using the system. Contact the assigned HR staff person for next steps.
   2. If the conditional offer was accepted, select **Send to Human Resources (move to Conditional Offer Extended and Accepted)**, follow the remaining steps, thenwait for the outcome of the background check. HRS will return the Hiring Proposal to you if the background check is successfully completed and you will need to complete Step 4 below.
7. When the take action dialog box appears, add comments (optional), and click “**Submit**.”
8. An email is sent automatically to the next user in the workflow.

If the conditional offer was accepted, the Hiring Proposal is moved to HRS and a background check is conducted. If the background check is successfully completed, HRS will send the Hiring Proposal back to the Hiring Manager.

***When a background check is not required:***

Make the offer outside of the system, then proceed to Step 4 below.

### Step 4 (post-offer): Record the outcome

**Performed by:** Hiring Manager

Make the offer outside of the system then record the outcome of the offer in the system via the Hiring Proposal by following these steps:

1. Go to <https://my.evergreen.edu/>.
2. Click Hiring (Staff and Faculty).
3. Verify that you are in the “**Hiring** **Manager**” user group using the “**Current** **Group**” drop down near the top right of screen.
4. Hover over the “**Hiring Proposals**” tab and select “**Staff**.”
5. Click the finalist’s name in the First Name column.

***If the offer was declined:***

1. Hover over the “**Take Action on Request**” button and select “**Send to Human Resources (move to Offer Extended and Declined)**.”

***If the offer was accepted:***

1. Click “**Edit**” in the heading or next to **Hiring Proposal** in the **Summary** tab.
2. Enter the agreed upon monthly salary in the **Post-Offer: Monthly Salary Amount Applicant Accepted** field.
3. Enter the agreed upon **Start Date**.
4. Click **Next**.
5. The **Next** button will take you to the section add **Hiring Proposal Documents**. There is not action required in this section, click **Next** and you will return to the Summary tab.
6. In the **Summary** page, hover over the “**Take Action on Request**” button and select “**Send to Human Resources (move to Offer Extended and Accepted)**.”
7. Collect and return all paper materials generated during the search, including interview notes to Human Resource Services.