

Requisition Close-Out

For all requisitions that have been filled ALL candidates that have been forwarded to the HM must have a final disposition code. The outline below is provided as a guide to ensure this has been completed.

- Once HR and other department approvers have approved the offer and the background check has cleared (when applicable)
 - Select the “Hired/Accepted” activity; Enter the following Information
 - Hire date
 - Start date
 - Final Salary amount (if a range was approved) OR Salary Step (if classified req)
 - Pre-hire status
 - Prepare and send an appointment letter to the new employee
 - Receive the Hire Confirmation email from HR and enter into OPUS
- For any candidates who had references checked and were not selected
 - HM contacts by phone, email, or letter and informs of non-selection
 - HM adds a final disposition
 - *Reference Check – Considered Not Selected – Not Top Group*
- For any candidates interviewed (phone screen, virtual, or in-person)
 - HM contacts by phone, email, or letter and informs of non-selection
 - HM adds the appropriate final disposition In UWHires to each according to the type of interview
 - *Phone Screen – Considered Not Selected – Not Top Group*
 - *Phone Screen – Considered Not Selected – No Show/No Response*
 - *Phone Screen – Considered Not Selected – Unfavorable Interview*
 - *Interview Virtual – Considered Not Selected – Not Top Group*
 - *Interview Virtual– Considered Not Selected – No Show/No Response*
 - *Interview Virtual– Considered Not Selected – Unfavorable Interview*
 - *In Person Interview– Not Top Group*
 - *In Person Interview– Considered Not Selected – No Show/No Response*
 - *In Person Interview– Considered Not Selected – Unfavorable Interview*
- For any remaining candidates who have not been placed in a final disposition
 - HM adds the appropriate final disposition In UWHires to each according to the reason not selected
 - *Reviewed by HM – Considered Not Selected – Not Qualified*
 - *Reviewed by HM – Considered Not Selected – Not Top Group*
 - *Reviewed by HM – Considered Not Selected – No Show/No Response*
 - *Reviewed by HM – Considered Not Selected – Not Reviewed*