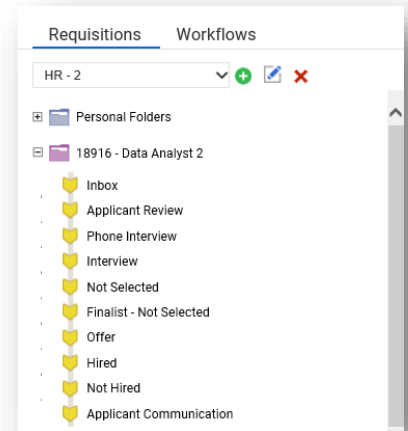












How to Move Candidates Through the Hiring Process

The following guide is intended for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) to move candidates through the hiring process.

Each requisition contains an **Inbox** and nine additional folders (or “steps”) into which candidates may be placed. These folders allow you to easily see where each candidate is in the hiring process.

Each folder (or “step”) is associated with a particular set of activities, as outlined below.

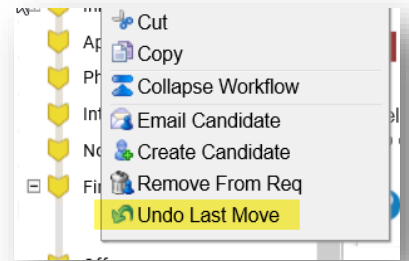


 Inbox	Candidates are automatically placed here when they submit their application
 Applicant Review	Candidates whose resumes have been reviewed for future consideration
 Phone Interview	Candidates to be phone screened, either locally or by central HR
 Interview	Candidates to be interviewed in person (may stay here for many rounds of interviews)
 Not Selected	Candidates not selected at any step prior to the offer stage. Includes those who were not considered, those who withdrew before receiving an offer, and those who did not make it to the finalist stage. (The ATS will ask for a disposition reason.)
 Finalist - Not Selected	Very strong candidates who did not receive an offer but should be considered for similar positions. (The ATS will automatically assign a disposition reason.)
 Offer	Candidate offered the job. The ATS will ask for a starting salary. (Use of this functionality is optional. It is recorded in the ATS only and once entered, not visible to the hiring managers.) The ATS will also generate an optional offer letter in Word that may be adjusted to fit your needs. It is not meant to replace the welcome/offer letter that is sent by HR once the hire information is entered into SAP via APR.
 Hired	Candidate accepted the offer (The ATS will ask for a start date. An actual or estimated start date may be entered if you wish. The actual start date <u>will</u> still need to be entered into SAP.). The job posting will automatically be removed from the website and the status will be changed to filled.
 Not Hired	Candidate received an offer but was not hired. (The ATS will ask for a disposition reason)
 Applicant Communication	Dispositioned applicants to be notified of their status (The ATS will offer two optional draft emails to send.)

To make updates to a candidate’s status, click on the candidate’s name or select multiple candidates from the candidate list and drag them into the appropriate folder. (See “Act on Multiple Candidates at Once” in the 3 – *View Candidates* guide found at <https://hr.mit.edu/managers/hiring/ats>).

All applicants should move through the ATS steps in order, bypassing any steps that don’t apply.

IMPORTANT NOTE: If a candidate was moved to the incorrect folder, do not drag the candidate back to the previous folder – just right click the candidate’s name and choose **Undo Last Move** from the menu. Do not drag the candidate back to the previous folder. This ensures that the candidate’s history is correct, will lead to accurate reporting, and avoids issues in the case of an audit.



Get Help

More information
Applicant Tracking System Tech Support
Staffing Assistance

<https://hr.mit.edu/managers/hiring/ats>
ATS-Help@mit.edu
StaffingServices@mit.edu