How to Use the Hired Folder

The following guide is intended for Hiring Managers using the Hired folder in the PeopleFluent Applicant Tracking System (ATS).

Once a candidate accepts an offer and you have agreed on a start date, move them to the Hired folder. This automatically sets the job status to Filled and removes the job posting.

If you would like a job posting removed before filling a job, contact ats-help@mit.edu.

The ATS will prompt you to choose a Start Date (this is optional). You will also see a reminder to disposition and communicate with all candidates.

Finalists: Move finalists to the Finalist – Not Selected folder and let them know they were not selected for the job. Keeping these candidates in the Finalist – Not Selected folder will allow you to find them at a later date should another suitable position open up.

Not Selected Candidates: Make sure that all non-selected candidates are in the Applicant Communication folder and that you have sent them the appropriate communications.

Important Final Step

Submit your SAP new hire transaction. The ATS DOES NOT transfer information to SAP, so the current method of submitting HR transactions is required in order to trigger the employee’s system access, and the New Hire Letter from HR.

Get Help

More information        https://hr.mit.edu/managers/hiring/ats
Applicant Tracking System Tech Support  ATS-Help@mit.edu
Staffing Assistance      StaffingServices@mit.edu