Faculty
Managing Applicants
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1. Go to [http://go.uth.edu/recruit](http://go.uth.edu/recruit) and log in by using your UTHealth username and password.

2. Once logged in, select the “Recruiting” option listed on the Welcome page.
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3. Click “View Requisitions” and your open requisitions will appear.

4. Click on the title of the requisition you are searching for in order to view the candidates you need to review.
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5. Once the requisition opens, click on the blue number next to the words “Candidates for this requisition:” which will allow you to see a list of all the candidates for your review.

6. From the candidate list view, look at each of the candidates to verify they meet the basic qualifications. In order to do this, click on each candidate’s name to view their profile.
7. After clicking on a candidate’s name, you will see their profile. You can review their information by clicking on the arrows to the left of the section titles.
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During this time, you should also verify that each candidate has attached their C.V. to their application by clicking on the “Attachments” tab and making sure they attached their necessary document(s).

NOTE: Make sure you click on the attached document to verify it is not a blank document inserted as a placeholder.

8. After reviewing the candidate’s documents, progress them to the next step/status by clicking on the arrow to the right of “More Actions” and selecting “Change Step/Status.”

NOTE: This is the process you will use for changing the step/status throughout the hiring process.
After selecting “Change Step/Status” a menu will appear. This display will show you the candidate’s current step and status, as well as what new step and status you have the ability to move them to. Choose the best step/status and click “Save and Close” at the bottom right corner of the box.

**NOTE:** To progress a candidate onto the next step in the process, choose the status with an asterisk (*) which will then allow you to choose the next step in the candidate selection workflow.

9. After moving the selected candidates to the “Search Committee Admin Screen,” the search committee administrator will push candidates on to search committee interviews. In order to successfully move the candidates on to the “Search Committee Interviews” step, go to “More Actions” and select “Change Step/Status.” From the “Change Step and Status” menu, choose “Selected for Interview*” under the New Status menu. Then click “Save and Close” in the bottom right corner.
10. After the search committee has interviewed the selected candidates, they will advise you which one(s) to move on to the hiring manager. Find the candidate in the requisition, and change their step/status to “Selected for Hiring Manager Review” and then again to “Hiring Manager Interview.”

11. After the hiring manager has selected a candidate to make an offer to, you will change that candidate’s step and status to “HR Review.” Before you can change them, however, you will need to attach the Job Advertisement. From the candidate list, click on the candidate that has been selected for offer.

12. Click on the “Attachment” tab and click on the “+ Add” button. From here, you can upload the Job Advertisement.
13. After making the attachments you will change the candidate’s step/status to “Selected for Offer” and then change the candidate’s step/status again to “To Be Reviewed.” The system will then generate an email to HR (Fatoumata) in order to review that applicant before moving the candidate to the EVP/CAO Review step.

14. Once the candidate has passed EVP/CAO Review, they will be moved to the “References” step. At this time, check the candidate’s references to verify their background information. When you are finished, change the step/status to “Reference Check Complete” and then “Offer to be made.”

15. When you are ready to extend an offer to the candidate, refer to the Faculty Offer Letter job aid.