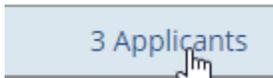


Requesting to Hire

Requesting to Hire

To request to hire an application, please follow these steps:

1. Click on the “Jobs” menu and select “All Jobs”.
2. Click on the applicants list next to the posting.



3. Select the checkbox next to the candidate you wish to recommend for hire.

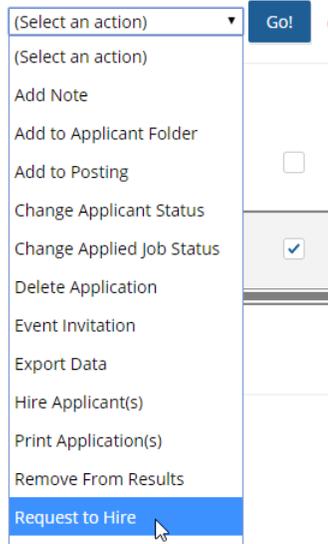


4. Select 'Request to Hire' from the action menu, then click 'Go!'.

Location: Administration Building

Job Title test

Displaying 1 to 1 of 1



- Click the 'Create Request to Hire' button.

Request To Hire

Job Administration Building - test

- Complete all of the fields in the form.

Document Status Hiring Manager

Job Number
9900000514

***Location** Administration Building **Job Title** test

***Job Type**
Support - Position - Technology

Name of Person Replaced (if applicable) Someone **Reason for Vacancy** Resignation

Recommendation

Start Date
05/07/2020

***Last Name** [text] ***First Name** [text] **MI** [text] **SSN** [text]

Street Address [text] **City** [text] **State** Utah **Zip** [text]

Home Phone [text] **Cell Phone** [text] **Email Address** [text]

Hours per Day
8.00

Interview Log (2)

View View

		Applicant Interviewed	Date Interviewed	Interview Team
Edit	Delete	bob	05/15/2020	test
Edit	Delete	jim	05/15/2020	

7. Click the 'Add' button to add a list of candidates interviewed. Enter the applicant name, date interviewed, and who participated on the interview team. Then click 'Save and Next'.

Interview Log

Applicant Interviewed

Date Interviewed

Interview Team

8. Once you have added the interview log, select 'Submit for approval – Assign to any Salt Lake Human Resource user' in the dropdown, enter your password as your electronic signature, and click 'Submit'.

(Help)

Email "optional test email" : Creator

Update Apply Job Status to ""

Enter password in signature box below to confirm and/or approve the above document

* Signature (Applicant Tracking Enterprise password):

Comment:
