Hiring Guide for Staff and Student Workers

HR Specialist must comply with department needs/policice, ASU Central HR policies, and Federal guidelines. This process can take a minimum 4-8 weeks from start of process to hire.

For Staff Hires

1. **Requestor notifies Department HR Specialist that they need to hire someone.**
   A. If the hire will be funded by grant/sponsored funds, the requestor must first obtain approval from the RA team to ensure budget exists for the request. Hires from all other funding sources can proceed to step 1B.
   B. A meeting of the requestor and the HR specialist must be scheduled to determine the position requirements (title, salary, FTE, length of employment, etc.)
   C. **Minimum qualifications are set by ABOR and may NOT be altered in any manner.** The requestor will be provided an appropriate ASU job description based on the needs of the position. Job descriptions are very generic, therefore, the requestor will be asked to provide a description that is more specific to their needs for the job posting. These items include – job description, working environment, essential duties and desired qualifications. **This timeline is determined by how quickly the requestor provides the necessary job description information.**
   D. Once the HR Specialist has the reviewed and approved the job description, the HR Specialist will begin the process of posting the position to the ASU jobs website.
      a. Dept. HR Specialist:
         1. Using the PeopleSoft HR function (see appendix A for all PS processes):
            a. Create a position number. HR specialist will provide the following information:
               i. Job title
               ii. Full or part-time status
               iii. Standard hours
               iv. Salary
               v. Justification for hire
               vi. Account information
               vii. Funding source (grant or other)
               viii. Type of background check to be done (**ALL ASU employees, excluding students, must have a background check before hire is complete**)
               ix. Employee reporting
               x. Campus location
               xi. Will employee drive for ASU business
            b. A position number is created routing for approval to:
               i. SSFD Assistant. Director of Operations
               ii. Dean's office
               iii. Central HR

        iv.   Central HR approves and integrates into Kenexa (ASU's recruitment and hiring program). This process can take one to two days for processing, depending on how quickly position is approved at all levels.

2. Once the position number has integrated into Kenexa (see appendix A for all Kenexa processes):
   a. HR Specialist will create a job posting by entering all the job description information from the requestor into a Kenexa template. This includes a closing date for the job listing, **(shortest time for a staff posting is five business days)** ASU general information, Instructions on how to apply, and the deadline for applications.
   b. A job number is created and submitted electronically to the Recruiting in central HR.

3. Recruiting in central HR approves or rejects the posting. This can take up to a week or more depending on the time of year and staffing in the recruitment office.

4. Once approved, the job is posted to the ASU job site and Kenexa for the HR Specialist to monitor.

5. As applications are received in the Kenexa system:
   a. HR Specialist starts this process for EVERY candidate who applies. **NOTE:** the requestor may only see 10 applicants that meet minimum qualifications; however, there may many more applicants reviewed to determine if minimum qualifications have been met and/or any of the desired qualifications exist.
      i. If yes that applicant is sorted to a category of "meets minimum qualifications"
      ii. If not then the HR Specialist will disposition out of the process.
      iii. Incomplete or applications for other postings will be dispositioned out of the process. This process occurs throughout the job-posting period.
      iv. Prior to 48 hours of the close date HR Specialist determines if the job needs to be extended for a larger candidate pool or if the job can close on schedule.
         1. If the job needs to be extended, the HR Specialist will notify the requestor of the recommendation to extend the posting. The requestor may decline extension.
         2. If approved by the requestor, HR Specialist will notify Recruitment to extend to the new close date. <u>This must occur at least 48 hours before the original close date</u>

6. Once the job closes, the HR Specialist will forward all applicants meeting the minimum qualifications to the requestor along with the following instructions/
   a. How to interview
   b. How to rate the candidates
   c. Acceptable reasons for non-interview

d. Acceptable reasons for non-selection (after interview)
e. Instructions on how to score interviewees and acceptable justification for choosing final candidate for hire.

Timeframe for this process is determined by how quickly the requestor holds interviews and returns all documentation to HR Specialist.

7. After final selection and all the information is received from requestor, the HR Specialist goes back into Kenexa and starts the elimination process.
   a. For the candidates not considered for interview, a form is completed stating why the candidates were not selected, a corresponding dispensation code is selected on the candidate portal.
   b. For candidates who were interviewed, a form (in Kenexa) for each candidate is processed to show the following:
      i. Date of interview
      ii. Ratings of the 5 categories
      iii. Interview committee members
      iv. Reason for selecting a candidate for hire
      v. Reason for not selecting a candidate for hire
      vi. A corresponding disposition code is used either to move them forward towards hire or to eliminate them from the process.
8. Once ratings are completed for all candidates, final selection(s) are moved through Kenexa by the following process:
   a. The applicant is moved from Interview status to Reference Check status.
   b. HR Specialist will email references with ASU approved questions. This process can take several days to a week depending on how quickly references respond.
   c. Once references are been obtained, HR Specialist completes a reference check form in the system.
   d. This move the candidate to PeopleSoft Validations check status. This happens within 24 hours. Based on system information another form must be completed.
      i. The candidate completes form if they have never been a student or former employee. Time is dependent upon how quickly candidate responds.
      ii. The HR Specialist completes form within 24 hours, if candidate has previously been a student or employee.
      iii. **If the validations fail, the HR Specialist has to investigate and the process to find out could take a few days to clear**.
   e. Once the validations have processed, the candidate is moved to the Conditional Offer stage.
      i. The HR Specialist completes an offer form and submits to ASU central HR through Kenexa

    ii. Central HR reviews ALL of the processes on ALL of the candidates to ensure all policies and hiring guidelines have been followed.

    iii. The HR Specialist may be contacted at this point if central HR recruiting has any questions regarding candidates or procedures followed. **This process can take a few days or a week or more for approval.**

f. Once the approval to offer has been received, the HR Specialist will notify the requestor that they may contact the candidate and offer the position. **This timeline is undetermined based on how long it takes to contact candidate and for candidate to respond.**

g. If the candidate accepts, the requestor notifies the HR Specialist and the candidate's disposition changes to Offer Accepted.

h. At this point in the processing, the HR Specialist is not involved.

    i. The candidate status is changed to Background Check. Candidate remains in this status until candidate completes the background check information provided in an email from central HR.

    ii. Once the candidate completes the form, the status is changed to Background Check Initiated. **Background check information is sent to an outside agency and can take as few as 72 hours and as long as 3 weeks.**

    iii. The HR Specialist is notified when the background check is clear and the candidate status is changed to Final Offer.

i. The HR Specialist will create the official Offer Letter which will includes:

    i. Start date

    ii. Employee supervisor

    iii. Salary or hourly wage

    iv. If applicable, New Employee Orientation information is created.

    v. The letter is then ready to send to the candidate electronically. ASU policy allows five days for the candidate to accept or reject the offer.

j. Once the offer has been accepted by the candidate, status is changed to Final Offer Accepted

k. ASU central HR changes the status to indicate which hiring forms are required from the candidate.

l. The HR Specialist creates a New Hire Form and changes the status to "Ready to be hired".

m. Once the system has assigned an employee identification number, the candidate is now ready to be integrated into the PeopleSoft system.

n. The HR Specialist can now notify the requestor that their new employee can start on the pre-determined start date.

o. HR Specialist adds the new employee to TAS and email

      p.   The new employee is emailed instructions on how to report time and set up direct deposit.

      q.   The HR Specialist will then process the form to close the job with hire.

      r.   If more than one hire is being made on any given job posting, the above listed processes are done for every candidate that is being hired. Each candidate responds at different timelines so not every candidate can always start on the same day, or pay period.

9. Federal labor law prohibits the employer to begin training or work until the hire is complete. The HR Specialist will let you know when the candidate can start working.

10. If for any reason, the applicant declines the position and there was not a second choice, the job is closed without hire and reposting the position will start with the same processes starting with section D2a.

Hire Process for Student Worker – Level I-IV

The process for hiring a student is essentially the same as staff with the following changes/exceptions.

1. Student employment does not have job descriptions only wage levels. Levels are determined by the work that will be performed and hourly rate requested. HR Specialist will provide the necessary information.

2. The requestor must then write a job description which includes:
   a. Job duties
   b. Work environment
   c. Essential functions
   d. Desired qualifications.

3. When the HR Specialist receives this information from the requestor, the process to post the job will begin.

4. The process for hiring a student is essentially the same as staff with the following changes/exceptions.
   A. Once the position has been approved through the various levels noted in the staff process, job information routes to Student Employment – not HR Recruitment.
   B. Student Employment must approve the job posting, and then add the job to the website and to Kenexa. This process can take up to two weeks, as student employment has two employees that can approve job-postings. The timeline for approval varies based on their workload, which is heaviest at the start of each semester.
   C. Length of student job-postings can be a **minimum of 72 hours.**
   D. Student references are not usually checked unless requested.
   E. Student hires do not require background checks however, students who will be working with minors or in K-12 or pre-schools must obtain or show proof a fingerprint clearance cards. This process is handled after the hire.
   F. Student employees cannot work more than 20 hours a week _on average_ per Affordable Care Act regulations.

G. Students working for the Sanford School many not have more than one position on campus.
H. Student employees may only work for 2 weeks following their graduation date.
I. Student employees must be registered for classes in order to apply for a student job and to keep their student job.
J. Students do not attend new employee orientation.

APPENDIX A

Article: KB0011838   Published: 2014-10-24   Last modified: 2018-12-15

STEP 2: Set-Up Position (Including Job Code Verification)

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011834) | NEXT STEP (/hress/kb_view.do?sysparm_article=KB0011880) | HANDBOOK DETAIL (/hress/kb_view.do?sysparm_article=KB0013579) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

Staff: Confirm the Job Code is in base. The Job Code Dashboard can be located at the following link

Job Descriptions and Salary ranges (https://analytics.asu.edu/hr/stafftitles/_layouts/15/xlviewer.aspx?id=/hr/stafftitles/Content/JobCode_PP_MRZ_WorkBook.xlsx&Source=https://analytics%2Easu%2Eedu/hr/stafftitles/Pages/Home%2Easpx)

Position Management via PeopleSoft - (Staff Only)

ASU Customization > ASU HCM Custom > ASU Position Management > Create/Modify Positions

    a. Creating or Modifying a position number

        i. Click Modify Existing Position and enter position number if modifying or Click Create New Position.
        ii. Complete fields and check "Ready for Recruitment" checkbox.
        iii. Open Recruitment Data tab and fill out appropriate information.
        iv. Click Save and go to PM Accounting.

    b. Enter accounting if new position or review current accounting on an existing position.
    c. Click "Save and Start Workflow."
    d. Use Position Cross Reference or Work List to view workflow.
        i. Workflow approval routing for position management, click on *Handbook Detail*

KEEP IN MIND:

- If your department approving authority has not approved the Position Management request, your recruitment will not integrate into Kenexa.
- If all approvals are applied the evening before, your positions will be ready to go in the morning.
- To avoid problems or delays, best practice is to create or modify positions after payroll is closed and use the current effective date for positions.
- If using Future Dates, future dates will not integrate into Kenexa until the actual date.

Position Management via PeopleSoft (Staff Only - Waivers & Additional Hires)

ASU Customization > ASU HCM Custom > ASU Position Management > Create/Modify Positions

NOTE: Additional Hires reference the Posted Position Number that the candidate was recruited from and used when hiring multiple position numbers from one posted REQ.

Hiring Manager should have a conversation with the Recruiter to see if this waiver will be approved or posted on the ASU website.

    a. Creating or Modifying a position number

        i. Click Modify Existing Position and enter position number if modifying or Click Create New Position.
        ii. Complete fields and check "Ready for Recruitment" checkbox.
        iii. Open Recruitment Data tab and fill out appropriate information.
        (Waiver of Recruitment Only) Complete Waiver fields and justifications
        iv. Click Save and go to PM Accounting.

    b. Enter accounting if new position or review current accounting on an existing position.
    c. Click "Save and Start Workflow."
    d. Use Position Cross Reference or Work List to view workflow.
        i. Workflow approval routing for position management, click on Handbook Detail

Position Management via PeopleSoft (Student Only - Open, Waiver or Additional Hires)

ASU Customization > ASU HCM Custom > ASU Position Management > Create/Modify Positions

    a. Creating or Modifying a position number

        i. Click Modify Existing Position and enter position number if modifying or Click Create New Position.

    b. Complete fields in Position Data Tab

        i. Empl Class = Student Worker
        ii. Job Code
        iii. Appointment Type = not applicable
        iv. Effective date = use current or future date
        v. Detailed Title = Do not use "Student Worker", please enter a title so the student can use it on a future resume.
        vi. SWS Split Code = use either "none" or "S7030" work-study

   c. Click "Continue" button to complete additional fields

       i. Department
      ii. Reports-To Position
     iii. Full/Part Time = Part-time
     iv. Reg/Temp = Variable
      v. Location Code = campus location where position will be

   d. Check "Ready for Recruitment" checkbox.
   e. Open Recruitment Data tab and fill out appropriate information.

        i. Reason for Hire
       ii. Scope of Search = Open, Waiver or Additional Hire
      iii. Positions to be Filled = Number of students you want to hire
      iv. Approved Hourly Max
       v. Source of Funds
      vi. Position Justification
     vii. References Required = always checked (required)
    viii. **(Waiver of Recruitment Only)** Complete Waiver fields and justifications
      ix. Fingerprint
       x. Background Check
      xi. Advertised Position = don't check. We don't advertise to third party companies about student jobs.

   f. Click Save
   g. Go to PM Accounting

       i. Enter accounting if new position or review current accounting on an existing position.

   h. Click "Save and Start workflow."
   i. Use Position Cross Reference or Work List to view workflow.
    If any further assistance is needed contact JIRA.KenexaSupport@asu.edu (mailto:JIRA.KenexaSupport@asu.edu)

Feedback		Was this helpful?
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Article: KB0011880   **Published:** 2014-11-04   **Last modified:** 2018-12-15

STEP 3: Position Integration Times

| HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011838) | NEXT STEP (/hress/kb_view.do?sysparm_article=KB0011881) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

This step applies to Staff & Student Hires (recruitments, waivers & additional hires)

    a. Positions will integrate **every 30 minutes** into Kenexa – **6:00AM - 6:00PM**.

        i. Position must be fully approved to integrate to Kenexa.
        ii. Other factors, including the payroll cycle and effective date used on the position, should be considered when determining if a position will be integrated to Kenexa.

    b. **Best Practice**

        i. Use Current Effective dates for positions.

Tips, Troubleshooting and Common Mistakes Causing Integration Issues

If your position number fails to show up in BrassRing after a scheduled integration check the following:

    a. Ensure your position has been completely approved with no outstanding signers.
    b. Ensure your position isn't still in a submitted status in PeopleSoft.
    c. Ensure you are selecting the proper REQ type (Student or Staff) that belongs with your job code and position type.
    d. Ensure you are using the current effective date; Future Date will not integrate into Kenexa until the actual date.

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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		Not rated

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All ASU Faculty and Staff > (kb_list.do?jvar_view_topic=&sysparm_kb_search_table=&sysparm_language=&sysparm_nameofstack=&sysparm_refer=kb_view_customer.do?sysparm_article=KB0011881) > BrassRing - Digest STEP 4: Creating the Requisition

Article: KB0011881   Published: 2014-11-04   Last modified: 2018-12-15

STEP 4: Creating the Requisition

HOME (/hress/kb_view.do?sysparm_article=KB0011989) PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011880) NEXT STEP (/hress/kb_view.do?sysparm_article=KB0011882) HANDBOOK DETAIL (/hress/kb_view.do?sysparm_article=KB0013670) BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) Staff Recruitment (https://cfo.asu.edu/hr-recruitment) Student Employment (https://students.asu.edu/employment/employers)

Creating a STAFF Requisition

My ASU > BrassRing icon > Reqs > Add new req > Staff

   a. Select/Type Job Code then wait for update.
   b. Type and select Department ID then wait for update.
   c. Type and select Position Number then wait for update.
      NOTE: If your department code or position number is not listed check if it integrated to Brassring before contacting JIRA.KenexaSupport@asu.edu
   d. **Job Title** – Can edit to be working title
   e. **Recruiter** – Dan Klug or Allison Walas
   f. **Hiring Manager** – One who will create and/or work on this job the most
   g. **Requisition Team** – Other department hiring managers who will work on this job
   h. **Salary Range**– Best practice is "$minimum salary - $approved maximum per year/hour; DOE"

NOTE:

- Best practice is to post the maximum. Offers over the maximum posted are not allowed.
- Compensation posted in "per hour" format for nonexempt, or "per year" for exempt.
- Best practice is to post a range to the maximum.
- Offers over the maximum posted are not allowed.

Instructions on editing requisition details "Copy/Pasting"

   a. Select the field you are needing to edit

   b. Copy/Past from your source material (pdf., word, etc…document type)

   c. Select all the text within the Text Editing Area.
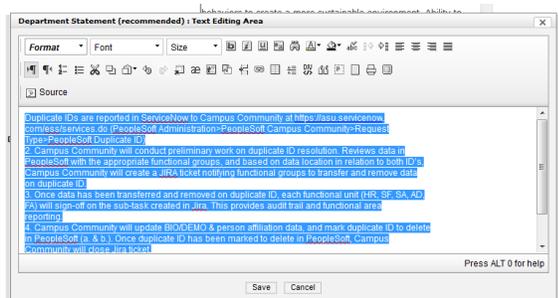
   d. Select the Remove Format button from the toolbar (button between Underline and Find and Replace). This removes all the extra formatting through HTML from your source and makes sure the text format like style and size stay uniform to other pre-populated fields in the requisition details. This will also prevents your edited material from causing technical issues with your posting when the Recruiter posts your requisition.
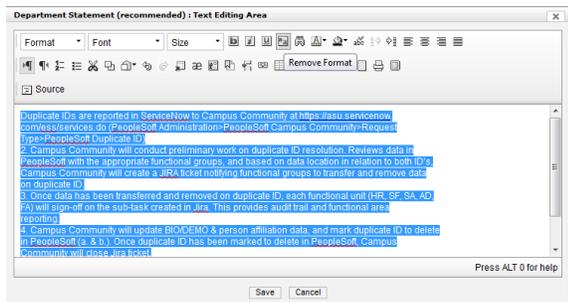
    i. **Job Description** – Introduction to Essential Duties

    j. **Working Environment** – Core of critical duties that define this job (lifting, use equipment, etc.) – ADA uses to determine if applicant can perform duties.

    k. **Essential Duties** – Duties & responsibilities of this job

    l. **Desired Qualifications** – Knowledge, skills and abilities you want applicants to possess. These are qualifications that applicants will be asked in the application questions.

        i. Hiring Manager will form and score questions from your DQs.
        ii. Default scores, MQ = 200 points and DQs = 10 points each
        iii. To select MQ & DQ questions to be asked the applicants a "Desired Qualifications Screening Form" must be completed.

        Reqs menu > View my reqs > Approved
            i. Click on Requisition ID.
            ii. In REQ template, click "Forms."
            iii. Drop-down field – Desired Qualifications Screening, click "Add Form."
            iv. Complete the fields with red asterisks
                a. Select "MQ's question only" or MQ's and DQ's questions"
            v. Enter DQ questions that are related to your REQ's posted DQ's
                a. Enter key word in Question field and click "List" key
                b. Select question and click OK. To view whole question, click "Selection details"
                c. Enter point value (1-100) based on level of importance
            vi. If DQ question is not available, enter new question in Question Box.
            vii. When form is complete click "SAVE"
            viii. Recruiter will review and add questions before posting.

    m. **Department Statement** – Information about your department (your website)

    n. **Close date**

        i. Must be a minimum of five business days out from posted date for staff.
        ii. **Rolling deadline language** – Nov. 25, 2013, is the initial close date. Applications will continue to be accepted and considered every two weeks until the search is closed. *Most effective use of rolling deadline is for multiple hires on one REQ.* (see Step 5 for more detail)

    o. **Instructions to Apply** – You may edit this field.

    p. **Background Check & Fingerprinting** – Selected in Position Management section

    q. Underutilized Job? – Contact OHR Recruitment & Selection if "*Yes*"

    r. Save and Continue

    s. Requisition in "Approved" status for Recruiter to review, "Open" and post to ASU website

    t. Hiring Manager will receive an email once completed.

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

Creating a STUDENT Requisition

    a. Select/Type Job Code then wait for update.

    b. Type and select Department ID then wait for update.

    c. Type and select Position Number then wait for update.

    NOTE: If your department code or position number is not listed check if it integrated to Brassring before contacting JIRA.KenexaSupport@asu.edu (mailto:JIRA.KenexaSupport@asu.edu)

    d. **Student Recruitment Type**

        i. Student Work Study - only candidates eligible for work study will be hired
        ii. Student Hourly - will not look for eligibility of work study candidates
        iii. Student Stipend - only for Stipend positions
        iv. SEED - First Time Freshmen

    e. **Job Title** – *Do not use Student Worker I - V*, use a unique title fit for a resume.

    f. **Recruiter** – Angela Roe (A-E) or Carrie Davidson (F-L) or Erika Fehr (M-Z)

    g. **Hiring Manager** – One who will create and/or work on this job the most

    h. **Requisition Team** – Other department hiring managers who will work on this job

    i. **Salary Range** – Best practice is "$minimum salary - $approved maximum per year/hour; DOE"

    j. **Job Description** – Default value should be changed to reflect an accurate description of the job.

    k. **Working Environment** – Core of critical duties that define this job (lifting, use equipment, etc.) – ADA uses to determine if applicant can perform duties

    l. **Essential Duties** – Duties & responsibilities of this job

    m. **Desired Qualifications** – Knowledge, skills and abilities you want applicants to possess.

    n. **Department Statement** – Information about your department (your website)

    o. **Close date**

        i. Must be a minimum of three business days out from posted date for students.
        ii. **Rolling deadline language** – Nov. 25, 2013, is the initial close date. Applications will continue to be accepted and considered every two weeks until the search is closed. *Most effective use of rolling deadline is for multiple hires on one REQ.* (see Step 5 for more detail)

    p. **Instructions to Apply** – You may edit this field.

    q. **Background Check & Fingerprinting** – Selected in Position Management section

    r. Save and Continue

    s. Requisition in "Approved" status for Recruiter to review. **Student Employment may take 24 to 48 hours Hiring Manager will receive an email stating Req is "Open" and posted to ASU website.**

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

Feedback		Was this helpful?
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Permalink (https://asu.service-now.com/hress/kb_view_customer.do?sysparm_article=KB0011881): https://asu.service-now.com/hress/kb_view_customer.do?sysparm_article=KB0011881

All ASU Faculty and Staff > (kb_list.do?jvar_view_topic=&sysparm_kb_search_table=&sysparm_language=&sysparm_nameofstack=&sysparm_refer=kb_view_customer.do?sysparm_article=KB0011882) > BrassRing - Digest STEP 5: Screening Questions, Rolling Deadlines and Advertising

Article: KB0011882   Published: 2014-11-04   Last modified: 2018-12-15

STEP 5: Screening Questions, Rolling Deadlines and Advertising

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view_customer.do?sysparm_article=KB0011881) | NEXT STEP (/hress/kb_view_customer.do?sysparm_article=KB0011935) | HANDBOOK DETAIL (/hress/kb_view.do?sysparm_article=KB0013678) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

Staff: Screening Questions

a. Desired Qualifications – Knowledge, skills and abilities you want applicants to possess.
These are the screening questions that are used to filter out applicants as they apply.

     i. Recruiter will form and score questions from your DQs.
     ii. **Default scores**, MQ = 200 points and DQs = 10 points each
     iii. To select MQ & DQ questions to be asked the applicants a "Desired Qualifications Screening" form must be completed.

        Reqs menu > View my reqs > Approved

         i. Click on Requisition ID.
         ii. In Req template, click "Forms."
         iii. Drop-down field – Desired Qualifications Screening, click "Add Form."
         iv. Complete the fields with red asterisks
             ◦ Select "MQ's question only" or "MQ's and DQ's questions"
         v. Enter DQ questions that are related to your REQ's posted DQ's
             ◦ Enter key word in Question field and click "List" key
             ◦ Select question and click OK. To view whole question, click "Selection details"
             ◦ Enter point value (1-100) based on level of importance
         vi. If DQ question is not available, enter new question in Question Box.
         vii. When form is complete click "Save"
         viii. Recruiter will review and add questions before posting.

        For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

Staff: Rolling Deadlines

b. Close Dates

     i. Must be a minimum of (Staff=5 or Student=3) business days out from posted date.
     ii. **Rolling deadline language** – Nov. 25, 2013, is the initial close date. Applications will continue to be accepted and considered every two weeks until the search is closed. **Most effective use of rolling deadline is for multiple hires on one REQ**.
     iii. Requisitions will be in "Approved" status for Recruiter to review. Hiring Manager will receive an email once completed.

Rolling Deadlines & Reviewing Applicants (Follow the example's guidelines carefully and pay close attention to each applicant's application date.)

     i. **Example**: "August 1, 2014 is the initial close date. Applications will continue to be accepted and reviewed every two weeks thereafter until the search is closed."
     ii. **First review** – review all applicants who applied through initial close date August 1st and do NOT review those whose resumes are submitted after.
        ◦ If hire is made, reject applicants who applied after the initial close date as "Declined-Hire Made in Prior Pool (Rolling Deadlines Only)".

Procedure below:

- Check boxes of applicants
- Action drop down > Add Form > Disposition Form > Hire made in Prior Pool
- Check boxes of applicants
- Action drop down > Update Status
- **If hire is not made** in this pool of applicants **move each one into either a declined status or Min Quals Met, then move** to second review pool.

     iii. **Second review** – review all applicants who applied during the next two weeks, August 2nd-15th. You may still consider all applicants **not declined** in first review.
        • **If hire is made**, reject applicants who applied after the initial close date as "Declined Hire made in Prior Pool (Rolling Deadlines Only)". See above to reject.
        • **If hire is not made** in this pool of applicants, **move each one either to a declined status or Min Quals Met, and move to** third review pool.
     iv. **Third review** – continue as above with all applicants from August 16th-29th. You may still consider all applicants in the first and second review.
     v. Allowed in limited cases, subject to the approval of Recruiters.
     vi. Only available for multiple hires on a single recruitment or continuous recruitments (such as Event Attendants).
     vii. Requisition will be set to unpost after six months.
     viii. Pools will be reviewed in one, two, or three week intervals in all cases.

     NOTE: Rolling close date postings will continue to drop lower in the search page list and will become more difficult for applicants to find.

Staff: Advertising

c. Request Advertising – Staff REQ only

Note: To complete the Advertising Request Form an automatic email will be sent to the Hiring Manager, if "<u>Yes</u>" was selected on the REQ.

However, if "<u>No</u>" was selected on the REQ then there is an options to complete the Advertising Request Form in Kenexa BrassRing.

Reqs menu > View my reqs > Approved

     i. Click on Requisition ID.

     ii. In Req template, click "Forms."

     iii. Drop-down field – Advertising Request, click "Add Form."

     iv. Complete fields and Save.

     v. Email goes to the Recruiter.

For additional assistance please contact <u>BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)</u>

Feedback	

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Article: KB0011935   Published: 2014-11-12   Last modified: 2018-12-15

STEP 6: Additional Hire or Waiver Submitted Candidates

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011882) | NEXT STEP (/hress/kb_view.do?sysparm_article=KB0011938) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

Open Recruitment REQ: Staff and Students

Additional Hire or Waiver Submitted: Creating and Filing Candidates

Occasionally, it may be in the best interest of ASU to conduct a "Waiver of Recruitment" to designate a candidate with special skills or experience for hire without using the process described in this policy. In such cases, the hiring authority should complete the "Waiver of Recruitment" section in Position Management. A copy of the résumé for the selected individual should be maintained in the Kenexa BrassRing REQ.

Entries to consider in position management when submitting a waiver:

- **PRN** – Work that has no set, repeating schedule. Works when needed by the department.
- **Part Time** – Work schedule that is less than 40 hours per week.
- **Full Time** – Work schedule that is 40 hours per week.
- **Benefits eligible** – Work schedule of 20 hours or more for 90 days or more.

Attaching the Candidate (Staff and Student Waiver only)

a. Go to Candidates > Add Candidate
b. Upload Resume and Cover letter > Continue
c. Confirm OR enter contact information and continue to click through the "Next tab" and "Continue" buttons

Note: The email address and home phone will be used by the candidate to access their Offer Letter.

d. Click Submit and then click Close
e. Go to Candidates > Candidates in queue
f. Check the box for the applicant
g. Under Actions, select "File to req"
h. Select REQ to add
i. Click "File" and new window will pop and automatically start the candidate in the new HR status
   i. New HR status: Additional Hire or Waiver Submitted
j. Then click "OK"
k. Change the Candidate Type to the appropriate value

Note: Kenexa sets the candidate type to "Student/Graduate" by default when using "Add candidate", see below for appropriate candidate type changes

- **Staff only** - Use candidate type: Internal, External, or Past Employee (To ASU)
- **Student only** - Use candidate type: Student/Graduate

l. Change the HR status to "PeopleSoft Validation Check"

Filed to Additional Hire

When more than one employee is hired under one posting but with different position numbers, a new position must be created in Position Management tied to the original requisition in two ways. A requisition must be created for this position, as one was for the original position, and the new one must be linked to the original requisition by providing the original Posted Position Number and Posted Requisition ID.

This guarantees that the original candidate posting and pool are linked to any and all additional hires that take place. In BrassRing, Hiring Managers will disposition additional candidates as "Filed to Additional Hire," and

then lead the additional hires through the process as they would for a waiver of recruitment. The Hiring Manager will then complete the hiring process from the PeopleSoft Validation step, the Hired.

a. **Posted REQ**

   i. The candidates will apply to the Req that is advertised on the Talent Gateway and are being dispositioned as for any regular requisition.
   ii. Evaluate the applicants
   iii. Candidate meets Min Quals Met
   iv. Interview candidates, complete Interview 1 Results Form and select available recommendation
   v. Once HR Status is in 1st Interview Successful, change HR Status to Filed to Additional Hire

vi. From your <u>Candidate List</u>, click on the candidate name to enter that candidate's talent record. (**Note:** You must be in the candidate's talent record to see the File to Req option)

vii. Click Actions button drop down located in the upper right while in the candidates talent record and select File to Req.

viii. A window will open up, select the **Specific Job Req** you wish to move the candidate into.

ix. Click the File button

NOTE: The Hiring Manager will not need to change the status. The candidate will appear on the Additional Hire Req and be in the correct status **automatically**.

b. **Additional Hire REQ**

i. Change the HR status to "PeopleSoft Validation Check"

ii. Reference original job REQ in waiver information and conditional offer notes.

For additional assistance please contact <u>BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)</u>

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sysparm_article=KB0011938) > BrassRing Digest - STEP 7: Evaluate Pool of Applicants

Article: KB0011938   Published: 2014-11-13   Last modified: 2018-12-15

STEP 7: Evaluate Pool of Applicants

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(https://students.asu.edu/employment/employers)

Open Recruitment REQ: Assessing applicants, resume review, rolling deadlines, setting initial status.

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

a. Sending Resume to others

    i. Printing to PDF
- **One or Multi Applicants** – Check box(s) to the left of applicant(s)
- Actions drop down > Print Resume/CV
- Click "View in PDF" and print.

    ii. eLink
- **One or Multi Applicants** – Check box(s) to the left of applicant(s)
- Actions drop-down > Send eLink
- Enter "To" and "Your Message" and Send.

b. Reviewing Resume

    i. One Applicant
- Click name of applicant > Review Resume/CV.
- View resume in talent record of applicant

    ii. Multiple Applicants
- Multi Applicants – Check box(s) to the left of applicant(s)
- Actions drop-down > Browse Multiple Candidates
- Click through resumes and talent records of multiple applicants

    iii. Speed Browse
- One or Multi Applicants – Check box(s) to the left of applicant(s)
- Actions drop-down > Speed Browse
- View resumes of multiple candidates in column format

c. Reviewing TG scoring – (Staff REQ's only)

    i. Click on "TG score" column header to put in rank order.

d. Rejecting Candidate(s)

    i. **For "Declined-(Most appropriate disposition reasons)"**
- Click on HR status
- Change to desired reason and save.

    ii. **Rejecting Multiple Applicants**
- Check boxes of applicants and change HR status.
- Action drop down > Update HR Status > Choose new HR Status
- All applicants must be in the same HR status. A form may need to be completed before changing the HR status. Multiple forms may be completed at the same time if the reasons are the same.

    iii. **Rejecting Multiple Applicants in Speed Browse Area**
- Click desired applicants > Actions drop-down > Speed Browse
- Click boxes of applicants desire to reject
- Action drop down > Update HR Status > Choose new HR Status
- All applicants must be in the same HR status. (A form may need to be completed before changing the HR status. Multiple forms may be completed at the same time if the reasons are the same.)

e. Emails to Rejected Applicants

    i. Once an applicant is in one of the initial "Declined" statuses, they will automatically receive an email stating they are no longer eligible for consideration for the position.

f. Changing HR Status/Disposition Applicants

    i. Click current HR status in "HR Status" column, choose appropriate disposition and save.
    ii. If you want to move forward with the applicant you should change them to "Min Quals Met."
    iii. To move more than one applicant to "Min Quals Met," check boxes of applicants, change HR status to "Min Quals Met" and save.

Rolling Deadlines & Reviewing Applicants

Note: Follow the example's guidelines carefully and pay close attention to each applicant's application date.

    i. Example: "August 1, 2014 is the initial close date. Applications will continue to be accepted and reviewed every two weeks thereafter until the search is closed."

ii. **First review** – review <u>all applicants who applied through initial close date August 1st</u> and do NOT review those whose resumes are submitted after.
- ○ **If hire is made**, reject applicants that who applied after the initial close date as "Declined-Hire Made in Prior Pool(Rolling Deadlines Only)".
- ○ Procedure below:
  - Check box(es) of applicant(s)
  - Action drop down > Add Form > Disposition Form > Hire made in Prior Pool
  - Check box(es) of applicant(s)
  - Action drop down > Update Status
  - If hire is not made in this pool of applicants move each one into either a declined status or Min Quals Met, then move to second review pool.
iii. **Second review** – review all applicants who applied during the next two weeks, Aug. 2 -15. You may still consider all applicants not declined in first review.
- ○ **If hire is made**, reject applicants who applied after the initial close date as "Declined-Hire Made in Prior Pool(Rolling Deadlines Only)." See above to reject.
- ○ **If hire is not made** in this pool of applicants, **move each one either to a declined status or Min Quals Met, then move** to third review pool.
iv. **Third review** – continue as above with all applicants from Aug. 16 - 29.
- ○ You may still consider all applicants in the first and second review.
v. Allowed in limited cases, subject to the approval of Recruiters.
vi. Only available for multiple hires on a single recruitment or continuous recruitment's (such as Event Attendants).
vii. Requisition will be set to unpost after six months.
viii. Pools will be reviewed in one, two, or three week intervals in all class. **Note:** Rolling close date postings will continue to drop lower in the search page list and will become more difficult for applicants to find.

OPTIONAL - Independent Applicant Review and Record Keeping (Student Only)

At the initial HR status of Application Submitted for a Student requisition, there are now 2 options in proceeding with your student hiring:

1. The standard hiring process or
2. The new status Independent Applicant Review and Record Keeping (Student Only).

Procedure:

One Applicant

1. Click "HR Status" (disposition status) of applicant.
   a. Select "Independent Applicant Review and Record Keeping"
2. Save (You will manually record the interview and reference check steps) Refer to <u>SSM Policy (http://www.asu.edu/aad/manuals/ssm/index.html)</u> for details
3. Click "HR Status" (disposition status) of applicant.
   a. Select "Peoplesoft Validation Required" (Proceed to Step 10 in Kenexa Process Guide)

Multi Applicants

1. Check boxes to the left of applicants
   a. Select "Independent Applicant Review and Record Keeping"
2. Save (You will manually record the interview and reference check steps outside of Kenexa). Refer to <u>SSM Policy (http://www.asu.edu/aad/manuals/ssm/index.html)</u> for details.
3. Click "HR Status" (disposition status) of applicant.
   a. Select "PeopleSoft Validation Required" (Proceed to Step 10 in Kenexa Process Guide)

If the Hiring Manager uses the HR status of Independent Applicant Review and Record Keeping:

- HM should select this status AFTER the applicants have been reviewed and have determined who can proceed to 1st Interview
- Interview evaluation and optional reference result records used in department MUST be kept in files secured in the department, with student's application, application materials submitted, and job posting for a minimum of 3 years after the termination per <u>SSM policy (http://www.asu.edu/aad/manuals/ssm/index.html)</u>.
- The Interview Evaluation Form and Reference Check Results form in Kenexa BrassRing are required for the standard process. The use of these Kenexa forms for record keeping is optional when using the bypass process.
- Should you try to select this status for candidate(s) on a Staff requisition an automatic email will notify the Recruiter and the only HR status available will be Min Quals Met.

For additional assistance please contact <u>BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)</u>

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sysparm_article=KB0011970) > BrassRing Digest - STEP 8: Conduct Interviews

Article: KB0011970   Published: 2014-11-18   Last modified: 2018-12-15

STEP 8: Conduct Interviews

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INTERVIEWING APPLICANTS

- **Interviews may be conducted** by the hiring authority (or search committee), other administrators inside and outside the hiring department, other campus peers or constituencies such as students. Interviews may be conducted in person, by telephone or video conference. There is no minimum number of candidates who should be interviewed for a position.

- If a **search committee** is used, members should make every effort to attend all interviews. In the case of an absence or illness, those members who conduct the interview may share their assessment with the absent member(s).
- **Interview questions** should be behavioral based, which shows that past behavior is the best predictor of future behavior. Ask the applicant how a scenario in a past job was handled and what was the outcome? The scenario should relate to the current minimum or desired qualification of the job requisition.

- **Tests** may not be used as an evaluative tool unless that test has been validated for the position in accordance with the federal Uniform Guidelines on Employee Selection. The Office of Equity & Inclusion must approve and maintain a copy of the test used to select candidates for employment.

- If a candidate requests a **disability accommodation** to participate in an interview, contact the Office of Equity & Inclusion for assistance before agreeing to or declining the requested accommodation.
- Departments are not obligated to **pay any travel or other expenses** associated with the interview. If expenses are paid by the department, they should pay all candidates' travel expenses. Usually, comments regarding covering travel expenses are stated in the instructions to apply on the job posting.

- **The interview agenda and questions** should be the same for all candidates. Internal candidates should be treated the same as external candidates.
- If a search committee is used, **members should make every effort to attend all interviews.** In the case of an absence or illness, those members who conduct the interview may share their assessment with the absent member(s).

- **Public forums or department/college open forums** for candidates may have different individuals attending for each applicant without creating inequities in the search. The hiring official is responsible for assuring that the questions and comments at public/open forums are appropriately job-related.
- Develop a **variety of methods to assess candidates** during interviews in addition to or instead of question/answer sessions. For example, consider requesting short presentations when appropriate.

- Interview methods should be the same for all candidates.First interviews are usually phone interviews and additional interviews are usually in person. For candidates who have stated they cannot attend an in-person interview due to location issues, the Hiring Team may offer a video conference line as an alternative. A follow-up email should be sent to the candidate acknowledging that they were given the opportunity to interview in person but they chose a video conference type interview.

- At least one member of the search committee should be **certified in recruitment** by receiving training from the ASU Recruitment and Selection Department.
  https://cfo.asu.edu/recruitment (https://cfo.asu.edu/recruitment) - **Online workshops > "Recruitment certification training registration"**

    - **Results of each interview** should be documented in Kenexa BrassRing in an interview results form.
        - **Do not ask questions** regarding age, marital status, disability, ethnicity, gender, gender preference, arrest record or religion.
        - **Interview notes** should be professional and kept for three years. Notes can be uploaded into the Kenexa BrassRing REQ for storage.
        - We recommend you **do not interview a candidate one on one.** Please invite another ASU employee to participate with you even if they do not participate in asking questions.

- For Hiring Managers that have chosen the Independent Applicant Review and Record Keeping (Student Only) status, please utilize an internal interview evaluation form that includes the same fields used in the BrassRing Interview Evaluation form. These criteria are listed below your review. These internal departmental interview evaluation forms and any interview notes must be maintained in hard copy for 3 years after termination to fulfill any requests by audit.

INTERVIEW EVALUATION FORM

Required Fields:

- Interview Date (**NOTE:** Day is first, then month, then year)
- Technical Skills (Very Poor, Poor, Good, Very Good, Excellent)
- Communication Skills (Very Poor to Excellent)
- Applied Knowledge (Very Poor to Excellent)
- Prior Experience (Very Poor to Excellent)

- Overall Rating (Very Poor to Excellent)
- Recommendation (Additional Interview, Process an Offer Request to HR, etc.)
- Notes to Support Decision
  IMPORTANT LEGAL INFO: Detail why you are making the decision to move forward or rejecting the candidate.

Optional:

- Interview Team (identify members of the interview team)
- Click on the "Save" button to save the form to the applicant's record

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

a. **Scheduling Interview**

    i. Change HR status of applicant to "1st Interview" and save.

b. **Evaluating Interview**

    i. Check the box for the applicant.
    ii. Action drop down > Add Form > Interview 1 – Evaluation Form
    iii. Complete the evaluation with available recommendation and save.
    * Only one (1) evaluation form can be completed for the applicant.
    * Optional – Attach interview notes and other scanned documents to the applicant.
    iv. Change HR Status to "1st Interview Successful" or change HR status to
       available "Declined" status.
    v. If appropriate, repeat sections "b" and "c" for Interviews two (2) and three (3).

c. **Emails**

    i. Once an applicant is "Declined," an automatic email will be sent stating that the candidate is no longer
    eligible for consideration for the position.

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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Article: KB0011974   Published: 2014-11-19   Last modified: 2018-12-15

STEP 9: Reference Checks

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Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

a. Record Results

NOTE: (Student Positions Only) Reference check process is set by department.
Departments decide whether to contact references. Best practice is to keep consistent with all candidates and all job reqs.

> i. Change HR status of candidate to "Reference Check."
> ii. Check the box for the applicant.
> iii. Action drop down > Add Form > Reference Check Results.
> iv. Complete the form and save.
> v. Change HR Status to "Reference Check Successful"

b. ASU Personnel File Checks for current ASU employees

> i. Action drop down > Add Form > Request to View Personnel File.
> ii. Complete the form and Save. **Note:** will be sent to Human Resources who will contact Hiring Manager.

c. Declining per Reference Check

> i. Change HR status to available "Declined - Reference Check"

NOTE: Once an applicant is "Declined," an automatic email will be sent stating that the candidate is no longer eligible for consideration for the position.

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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Article: KB0011981   Published: 2014-11-19   Last modified: 2018-12-15

STEP 11: Conditional Offer (Verbal Offer)

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Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

Staff/Student Conditional Offers
a. Check the box for the applicant.
b. Action drop down > Add Form > Offer Form- Staff/Students
c. Complete form and then "Save and continue."
d. Smart Approval Window opens – click "Start Workflow."
e. **Hiring Manager changes HR Status to "Conditional Offer for Staff/Students" and saves.**

       i. Status **must** be changed **before** Recruiter approves the offer.
f. Recruiter will receive email notification to review offer request.
g. Once offer is approved by Recruiter, HR status will update to "Conditional Offer for Staff/Students Approved." An email will notify the Hiring Manager that a verbal offer can be made to candidate.

 If this is a current ASU employee, please reply to this email confirming the following:
1. You have informed the Dean or the Vice President (or designee) of the unit currently employing an internal ASU candidate with your intention to offer the open position to this candidate (including disclosure of the salary that will be offered to the internal ASU candidate)?
2. You have made a demonstrated effort to obtain job-related reference information for current ASU employees who are finalists for a position. Such efforts should include a review of the official Office of Human Resources personnel file and a detailed discussion of the finalist's performance with his or her current supervisor (or department representative who has direct knowledge of the employee). This discussion should include a review of recent performance appraisals and, if applicable, recent disciplinary notices.

h. If the candidate declines the verbal offer, work with your Recruiter to edit the Offer Form- Staff/Students and obtain approval again OR complete the Disposition Form and change HR status to available "Declined" status.
i. Once an applicant is "Declined," an automatic email will be sent stating that the candidate is no longer eligible for consideration for the position.

       i. **If the candidate accepts the verbal offer**, Hiring Manager will change HR status to "Conditional Offer Accepted."
       ii. **If External or Past Employee:** Proceed to Personal Data Request.
       iii. **If Internal ASU staff and Student**
             a. HR Status will automatically be changed to "BGC (Background Check) Required," "BGC Not Required" or "Fingerprints Required."
                i. If "BGC Required" or "Fingerprints Required." Proceed to Background Checks.
                ii. If "BGC Not Required." Proceed to Final Offer.

IMPORTANT – At the point of candidate acceptance it is best practice to let the candidate know that they may be receiving a series of emails regarding personal data, background checks, and an offer letter that will require them to supply information and their electronic signature.

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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Article: KB0011980   Published: 2014-11-19   Last modified: 2018-12-15

STEP 10: PeopleSoft Validations

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011974) | NEXT STEP (/hress/kb_view.do?sysparm_article=KB0011981) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

This step applies to Staff & Student Hires (standard process)

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

a. Hiring Manager changes HR Status to "PeopleSoft Validations Check" and saves.
b. HR Status will automatically update to either "PeopleSoft Validations Required" **OR** "PeopleSoft Validations Not Required."
    i. **If PeopleSoft Validations Not Required (External and past ASU employees):**
        a. Proceed to Conditional Offer-Staff/Student request. (/kb_view_customer.do?sysparm_article=KB0011981)
    ii. **If PeopleSoft Validations Required (Internal ASU Staff and Students only):**
        a. Hiring Manager will check the box for the applicant
        b. Action drop down > Add Form > Personal Data Form
        c. Complete the form and save.
        d. Hiring Manager changes HR Status to "**PeopleSoft Validations**" and **saves**.

NOTE: Personal Data Form does not replace the form completed with the New Hire Packet required of all new employees.

Bypass option - Independent Applicant Review and Record Keeping (Student Only)

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

a. Hiring Manager changes HR Status to "PeopleSoft Validations Required" and saves.
    i. Hiring Manager will check the box for the applicant.
    ii. Action drop down > Add Form > Personal Data Form
    iii. Complete the form and save.
    iv. Hiring Manager changes HR Status to "**PeopleSoft Validations**" and **saves**.

NOTE: A popup window will appear for exporting the applicant. If the popup doesn't appear, contact JIRA.KenexaSupport@asu.edu (mailto:JIRA.KenexaSupport@asu.edu) for assistance once browser setup is verified (/kb_view_customer.do?sysparm_article=KB0011523).

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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sysparm_article=KB0011982) > BrassRing Digest - STEP 12: Personal Data, Background Checks & Fingerprinting

Article: KB0011982   Published: 2014-11-19   Last modified: 2018-12-15

STEP 12: Personal Data, Background Checks & Fingerprinting

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011981) | NEXT STEP
(/hress/kb_view.do?sysparm_article=KB0011983) | HANDBOOK DETAIL (/hress/kb_view.do?sysparm_article=KB0013689) | BrassRing Resource Center
(https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment
(https://students.asu.edu/employment/employers)

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

a. If External or Past Employee:
   i. HR Status automatically changes to "Personal Data Requested."
   ii. Personal Data form will automatically be sent by email to the candidate.
   iii. Candidate will verify existing data (SSN, Marital status, Gender status and Date of Birth) and provide the required data on the form and save.
   iv. Hiring manager will automatically receive an email notification of personal data form completion.
   v. HR Status will automatically be changed to "BGC (Background Check) Required," or "Fingerprints Required."
      I. If "BGC Required" or "Fingerprint Required": Review Recruiter steps below.
      II. If "BGC Not Required": Proceed to Final Offer.

b. If Internal ASU Staff or Student:

   i. HR Status will automatically be changed to "BGC Required," "BGC Not Required" or "Fingerprints Required."
      I. If "BGC Required" or "Fingerprints Required:" Review Recruiter step below.
      II. If "BGC Not Required." Proceed to Final Offer.

Recruiter Process Steps for Fingerprint and Background Check:

* If Fingerprints Required: HR status will automatically be changed from "Fingerprints Required" to
"Fingerprints Initiated." Proceed to Final Offer.

** If BGC Required: Staff Recruiter will receive email to change HR Status from "BCG Required"
to "BGC Initiated."

*** If Fingerprints Required and BGC Required: HR status will automatically be changed to "Fingerprints Initiated",
and then Staff Recruiter will change HR Status to "BGC Initiated."

Applies to Scenario (**) and (***):

   a. Once HR status change to "BGC Initiated" HireRight our (vendor) automatically sends email to candidate to electronically initiate BGC.
      i. Hiring Manager notifies candidate to expect an email from HireRight and complete consent and disclosure form.
         Note: Remind candidate to check spam/junk mail folders for email.
   b. HireRight will process the BGC upon *completion of Consent and Disclosure Form* by candidate and HR status will automatically change to "BGC Started."
      i. HireRight will send results to Staff Recruiter.
   c. **Staff Recruiter** will manually complete "Background Check Result Form."
      i. **If pass**, Staff Recruiter will change HR status to "BGC Meets Policy."
      ii. **If fail**, Staff Recruiter will complete adverse action procedure.
         a. *If issue resolved:* Staff Recruiter will change HR status to "BGC Meets Policy."
         b. *If issue not resolved:* Staff Recruiter will complete "Background Check Result Form" and change HR status to "Declined-BGC Does Not Meet Policy - (sent to
            OHR & Hiring Manager Only)".

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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sysparm_article=KB0011983) > BrassRing Digest - STEP 13: Final Offer

Article: KB0011983   Published: 2014-11-19   Last modified: 2018-12-15

STEP 13: Final Offer

| HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011982) | NEXT STEP (/hress/kb_view.do?sysparm_article=KB0011984) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers) |

EXTENDING THE FINAL OFFER for Staff and Students (standard process)

To officially welcome your new employee to ASU the candidate must be provided with an offer letter.
Offer Letters contain information specific to the terms of the employee's employment with ASU.

- The offer letter is based on information already entered by the Hiring Manager in BrassRing on the **Conditional Offer Form**, as well as information from the candidate's **Personal Data Form** and from the the REQ creation form.

- The offer letter pulls together these data and places them into **merged fields** inside the offer letter template.

- The Hiring Manager can customize areas, called **blurbs**, inside the offer letter.

- The letter is created and sent by the Hiring Manager, and accepted electronically by the candidate with **Offer Acceptance Form**.

The Hiring Manager must complete four steps in the final offer process:

1. Create the final offer letter document
2. Post the document to the Candidate Portal
3. Send the candidate a communication to let him/her know the offer is available to review and take action
4. Change the HR Status to **Final Offer**

NOTE: You should complete all three steps during one working session. Any changes to offer letters already saved must be recreated.

Offer Letter Expectations and Results
Candidates are expected to respond to the offer letter within 72 hours from when the offer letter is posted
to the portal.

The candidate will receive an offer reminder email after that time reminding them to respond to the offer.
The offer letter is set to expire five days from posting to the portal (this expiration date can be changed manually,if necessary).
Even if the candidate is going to decline the offer, he or she should log into the portal and decline. This will trigger the candidate's
HR Status to change appropriately (i.e., "Final Offer Accepted" or "Declined-Final Offer").

Independent Offer Letter and Record Keeping (Student Hiring Only) - This is an optional process for hiring manager's to bypass
using the Kenexa system and create a manual offer letter. Hiring Manager should select this status AFTER the candidate has completed
the background or fingerprint check step. The offer letter used in department MUST be kept in a file secured in the department, for a
minimum of 3 years after the termination per **SSM policy (http://www.asu.edu/aad/manuals/ssm/index.html)**. The use of these Kenexa forms for record keeping is optional when
using the bypass process.

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of REQ

a. **Create the Offer Letter document / Packet / Email**

    i. Check the box for the applicant.
    ii. Action drop down > Create Document.
- **For Staff, select "NEW Staff Offer Letter"**
- **For PRN Staff, select: "NEW Staff Offer Letter – PRN"**
- **For Students, select "Student Worker Offer Letter – I to IV"**
- **For Students, select "Student Worker Offer Letter V (Stipend)"**

    iii. Enter a name for the document (Offer Letter, Name, REQ#).
    iv. Expand the Blurbs and Edit (Insert cursor before the blurb text & use delete key to remove
    text).
    v. Preview and verify for accuracy. *

*** NOTE: If using Google's Chrome browser fails to open preview, follow this guide
to disable the Chrome internal PDF viewer. Disable Chrome PDF Viewer (/kb_view_customer.do?sysparm_article=KB0011671)**

    vi. Click "Save as PDF."
    vii. Want to post this Document and/or Item(s) to the Candidate Portal? – click GO
    viii. Post a document packet – click Display all link
    ix. Check either "NEW Staff Offer Letter Packet" OR "Student Offer Letter Packet"
    x. Click Create a document packet
    xi. Set the Removal date.
    xii. Select the correct offer letter from list and Add.
    xiii. Click "Post to Candidate portal."

xiv. Select a communications template > Offer Letter > Go

xv. Expand the Blurbs/Edit (optional). (Insert cursor before blurb; use delete key to remove text).

xvi. Verify email address.

xvii. Preview and then Send.

b. Hiring Manager changes candidate's HR Status to "Final Offer."

i. Status must be changed before candidate accepts.

c. When Candidate accepts offer letter, HR Status will automatically change to "Final Offer Accepted."

OPTIONAL - Independent Offer Letter and Record Keeping (Student Only)

At the final offer letter process from the HR status of BGC Meets Policy, BGC not Required, or Fingerprints Initiated, there are now 2 options in proceeding with your student hiring:

1. The standard hiring process (as outline above)
2. The new status Independent Offer Letter and Record Keeping (Student Only)

Procedure:

One candidate

1. When student is in the HR status of "BGC Meets Policy", "BGC not Required, or Fingerprint Initiated.

2. From "Action" drop down – "Add Form"

3. Select the "Independent Offer Letter and Record Keeping (Student Only)" form

4. Read the acknowledgment and check the confirmation box, per SSM policy (http://www.asu.edu/aad/manuals/ssm/index.html).

5. Save

6. Change HR Status to "Independent Offer Letter and Record Keeping (Student Only)"

7. Proceed to Step 14 in Kenexa Process Guide

Multiple candidates

1. When student is in the HR status of "BGC Meets Policy", "BGC not Required, or Fingerprint Initiated.

2. Check box(s) to the left of candidates

3. From "Action" drop down – "Add Form"

4. Select the "Independent Offer Letter and Record Keeping (Student Only)" form

5. Read the acknowledgment and check the confirmation box, per SSM policy (http://www.asu.edu/aad/manuals/ssm/index.html).

6. Save

7. Change HR Status to "Independent Offer Letter and Record Keeping (Student Only)"

8. Proceed to Step 14 in Kenexa Process Guide

NOTE: This process is for STUDENTS ONLY! The Independent Offer Letter and Record Keeping (Student Only) Form will not save on a Staff Req. Please refer to **Extending The Final Offer for Staff and Students (standard process)** above.

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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All ASU Faculty and Staff > (kb_list.do?jvar_view_topic=&sysparm_kb_search_table=&sysparm_language=&sysparm_nameofstack=&sysparm_refer=kb_view_customer.do?sysparm_article=KB0011984) > BrassRing Digest - STEP 14: Ready for Hire

Article: KB0011984   Published: 2014-11-19   Last modified: 2018-12-15

STEP 14: Ready for Hire

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | PREVIOUS STEP (/hress/kb_view.do?sysparm_article=KB0011983) | NEXT STEP (/hress/kb_view.do?sysparm_article=KB0011985) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

I-9 Required or Not Required
a. **This status is informational only**: Kenexa BrassRing will send an automatic email to the candidate when HR Status is "I9 Required." The automatic email will remind the candidate to complete Form I-9 and will provide a link to the online Form.

b. New employees must complete the Form I-9 within three (3) business days of their date of hire. Additional information is available here (/kb_view_customer.do?sysparm_article=KB0010376).

c. HR Status will **automatically** change to "I9 Required" or "I9 Not Required"

i. For Staff, it is set by the Candidate Type
ii. For Student, it is set by the Additional/Replacement field on the Personal Data Form

NOTE: Hiring Manager will remind the candidate to complete the I-9 if required. It is not completed in Kenexa BrassRing. The Form I-9 and the New Hire Packet still need to be completed and submitted to the Office of Human Resources for every new hire.

CREATING THE NEW HIRE FORM

Once the candidate has accepted the final offer, the Hiring Manager will create the New Hire form.
Once the New Hire Form is completed and saved, the Hiring Manager will change the candidate's HR Status to Ready for Hire. This will automatically trigger the integration to PeopleSoft for the creation of a new person and PTR creation.

During the integration process, the candidate will be automatically run through a search/match process. The key data elements from BrassRing will be compared to data in PeopleSoft as the system attempts to find if the candidate has a previous payroll record.

Once the PTR is successfully saved, Kenexa BrassRing will automatically update the HR Status to **"Hired"** and send an email to the Hiring Manager.

The candidate should complete the New Hire Packet and sign their I-9 with Human Resources Employee Service Center or an ASU certified designee. At that time, the candidate also must display acceptable identification so that processing is not delayed.

When the candidate is in "Hired" status, the hiring department can request computer access for the new hire and follow through with job assignment duties/training.

Troubleshoot any errors in the New Hire Form process
Error messages can be researched via ServiceNow Knowlegde Base (/sp?id=kb_view2) or contact JIRA.KenexaSupport@asu.edu (mailto:JIRA.KenexaSupport@asu.edu) for assistance.

Ready for Hire

IMPORTANT: Please ensure your popup blocker is off.
a. Check the box for the applicant.
b. Action drop down > Add Form > New Hire Form

- Hiring Manager complete fields on form and save.

c. Hiring Manager changes HR Status to "Ready to Hire."

NOTE: A popup window will appear for exporting the applicant. If the popup doesn't appear, contact JIRA.KenexaSupport@asu.edu (mailto:JIRA.KenexaSupport@asu.edu) for assistance.

d. Courtesy affiliate process is triggered by the change to Ready to Hire.
e. Verify the export of the candidate on the Hiring Manager's PTR Worklist.

  i. If successful, transaction will appear on the worklist, will be processed automatically and Hiring Manager proceeds to Hired and Closing the Req.
f. If transaction does not appear on PTR work list, Hiring Manager reviews new hire form for errors.

  i. If a low confidence match or multiple matches are made, the New Hire form will be updated with an error message. Perform the following steps to correct this:
    - Hiring Manager will need to identify the affiliate ID to use.
    - Add the affiliate ID to the "New Hire form" and save.

- Undo the HR status to previous HR status.
- Change the status to "Ready to Hire" to retrigger the process.

The Courtesy Affiliate Creation process can be reviewed here: TRN - Courtesy Affiliates (http://www.asu.edu/courses/oasis/CampusCommunity/TRN-CourtesyAffiliates.pdf)
Error messages can be researched via ServiceNow Knowledge Base (/sp?id=kb_view2)

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

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sysparm_article=KB0011985) > BrassRing Digest - STEP 15: Closing the REQ

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STEP 15: Closing the REQ

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Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment
(https://students.asu.edu/employment/employers)

CLOSING A REQ

To close a requisition, all of the candidates associated with the REQ must be in a final HR Status
and a disposition form must be created to notify the candidate that the search is complete.

- A REQ that is closed with hire or without hire should be put in "Closed" status. This step will uncheck the position number and make it available in PeoplesSoft to edit.
- A REQ that is cancelled will close the REQ but leave the position number checked and available to use in Kenexa to create a new REQ.
- Email reminders will be sent to hiring managers when applicants on their REQ's are left in open disposition status' for longer than 40 days. The email will encourage them to disposition the applicant to the appropriate status.

RECORDKEEPING REQUIREMENTS

Records can be retained within the BrassRing Kenexa system. If not, departments must retain a position file for three years from the date of hire.

The position file must contain the following documentation:

- Advertisements and any other job posting notices placed by the department for the position;
- Supplemental material requested by the department (samples of work, philosophical statements);
- All correspondence with applicants, candidates selected for interview, candidates offered employment and references;
- Documentation of the search committee findings, including interview and reference-check notes, committee deliberation notes, job-related reasons for not interviewing an applicant and job-related reasons for the hire/non-hire of each interview candidate.

NOTE: From time-to-time, the Office of Equity & Inclusion (https://cfo.asu.edu/equity-and-inclusion) may ask the hiring department to make the position
file(s) available for review.

E-LINK INFORMATION

The e-Link feature can be used to send correspondence to Hiring Managers, interview team members,
recruiters, other team members and/or applicants.

The e-Link contains a link to a document securely stored within Kenexa (and stays that way throughout
the whole process), and is therefore a safe way to keep your correspondence from getting into the wrong
hands. The link to the form expires within a set period of time.

When to send an e-Link:

- To ask a member of the search committee or interview team to review a resume
- To have another Hiring Manager complete a form and keep the original Hiring Manager informed
- To send the applicant the personal data form or reference request form

Kenexa Home page > My Open Reqs panel > Click on the number in the Total column of Req

a. Once processed, the candidate's HR status will automatically be changed to "Hired." The Hiring Manager will receive an email when the status has changed.
b. After the candidate status updates to "Hired," Hiring Manager will complete the Disposition Form and change HR status to available "Declined" status for remaining candidates.
c. An automatic email will be sent stating that the candidate(s) is no longer eligible for consideration for the position.

Kenexa Home page > My Open Reqs panel

a. Check the box next to the Requisition ID.
b. Action drop down > Close (**Closing a REQ automatically unlocks the associated position number in PeopleSoft**)
c. Click Yes and then OK.

For additional assistance please contact BrassRing Support (mailto:JIRA.KenexaSupport@asu.edu)

Unlocking a Position Number in PeopleSoft for editing

1. Disposition all remaining candidates in the REQ associated with position number to unlock.
2. Close the associated REQ in BrassRing.
3. The position number will automatically unlock once the REQ has been closed.
   - **Position unchecks regardless of remaining number of hires.**

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BRASSRING DETAILED STEP: APPENDICES

KB0013686

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APPENDICES

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A – WORKING ENVIRONMENT

The Americans with Disabilities Act (ADA) requires ASU to identify the working environment for all positions.

Working Environment criteria are:

- the core or critical duties of a position that, in effect, define the job;
- used in determining whether a requested accommodation for a disability is appropriate; and
- used to determine whether an applicant can perform or an employee is performing the job, with or without accommodations.

The following are the federally defined criteria to determine essential functions of a position

- the reason the job exists is to perform a particular function (e.g., clean rooms for a custodial position);
- there are a limited number of employees available among whom the performance of a job function can be distributed (e.g., perform medical examinations for a physician position);
- function may be highly specialized so a person is hired for his/her expertise or ability to perform a particular function (e.g., conduct DNA testing for a research specialist position); .
- employer's judgment that a function is essential (e.g., answer phones for a receptionist position);
- the amount of time spent on the job performing the function makes it essential (e.g., provide programming to create reports for a computer programmer position);
- the consequences of not requiring the incumbent to perform the function make it essential (e.g., landing planes for a pilot position);
- the work experience of past incumbents in the job makes a function essential (e.g., maintain budget information for a program coordinator position); and
- the current work experience of incumbents in similar jobs (e.g., provide word processing for an office assistant position).

Examples of essential functions, which may be appropriate for some positions, are listed below.
Note the essential functions begin with a verb, but are specific to your unit. Essential functions must be appropriate to the position and may vary for the same position title from department to department.

Administrative Assistant

- Schedule appointments and maintain calendar for director
- Monitor budget expenditures for department
- Initiate confidential correspondence on behalf of the director
- Maintain databases and develop reports
- Use computer
- Communicate orally and in writing

Office Assistant/Receptionist

- Answer phones
- Direct callers and visitors to appropriate departmental staff
- Maintain phone/visitor log
- Provide backup word processing and database support for office specialist
- Ability to lift and transport up to 30 pounds

Program Coordinator

- Use a computer equipment and software
- Typing on a keyboard
- Scanning documents
- Data entry
- Work in an office setting and use office equipment (i.e. printers, copiers, fax machines, telephones)
- Communicate orally and in writing
- Deliver presentations
- Use an ASU or personal vehicle to travel to different campuses
- Use basic math and a calculator
- Handle petty cash
- Supervise staff

Materials Handler
- Order, receive and stock material
- Operate forklift, hand trucks and dollies to move materials
- Use computer to track orders, receipts, stock and transfer of materials
- Lift up to 50 pounds of merchandise without assistance

Research Specialist
- Conduct lab tests using appropriate equipment and protocols
- Maintain tissue samples in appropriate and secure manner
- Analyze and report results of tests conducted
- Use (specify) lab equipment
- Work with (specify) lab chemicals

Coordinator
- Communicate orally and in writing
- Use of computer equipment (monitor, keyboard, mouse) for extended periods of time
- Use office equipment (printers, copiers, fax machines, telephones, calculator)
- Ability to lift and transport 30 pounds
- Stand for varying lengths of time and walk moderate distances to perform work
- Deliver presentations
- Use an ASU or personal vehicle to travel to different campuses
- Use basic math

B - REVIEWING APPLICATIONS

Did the applicant provide all materials required in the instructions to apply? If not, options:

> 1. Reject applicant, and all applicants, that have incomplete applications.

> 2. Contact all applicants with incomplete applications and give them an opportunity to complete

> the applications by a specified date. Once you receive their documents, you may send them to OHR

DL.ORG.HR.Staffing@asu.edu

> for attachment to applicant's talent record.

Did you establish criteria to determine what information applicants must provide to demonstrate the required and desired qualifications have been met?

Required Qualifications

Bachelor's degree in related field; OR Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. **Related fields** - English, Communication, journalism or related field.

Equivalency

Four years of experience relevant to the position in which English, communications, journalism or related disciplines may be applied; OR Associate's degree in English, communications, journalism or related field AND two years relevant applied experience.

Desired Qualifications – Experience in:

Maintaining databases and developing reports
Scheduling meetings
Monitoring budget expenditures
Using MS Office applications

Do the applications of persons recommended for interviews explicitly demonstrate that the required qualifications are met?

Evaluators must be sure all of the required qualifications are evident on the application material. For example, has the number of years of experience required been checked on the application material? If supervisory experience is required, does the application explicitly indicate supervision? Have they conducted a performance evaluation?

When a specific number of years of work experience are required, it means full-time work experience. Evaluators must remember graduate assistant and student work experience is usually not **full-time** experience. Personal knowledge of an individual's work/educational experience may not be used to qualify the person for an interview; the qualifying information must be evident on the application.

Has the evaluator changed the rules of the process (e.g., the application material required or the required/desired qualifications) based on what the applications are actually like?

For example, if the advertisement requires e-mail addresses for three references and none of the applicants provide this information, then none of the applications are complete and must not be reviewed until they are complete. It is inappropriate to decide in the middle of the process that a qualification or some part of the application material is no longer relevant just because it will exclude an otherwise excellent candidate from consideration.

C – QUALIFICATION INTERPRETATION

Experience

- Years of experience is based on full-time (i.e. 40 hours/week).
- Volunteer experience must indicate hours/week to be counted toward meeting experience requirements.
- Titles without an explanation of duties are unacceptable in determining whether an applicant has specific experience (e.g. the title of Director does not indicate someone has supervisory experience).

ASU's Equivalency Phrase

("any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved")

- This can only be interpreted as one year of experience is equal to one year of education or vice versa.
- When a degree is counted as the equivalent of experience, the degree must be in a discipline relevant to the experience; when experience is counted as equivalent to a degree, the experience must be relevant to the discipline(s) of the required degree.
- One year of education is equal to 24 credit hours.
- A bachelor's degree is equal to four years of experience; a master's degree is equal to six years of experience; a juris doctorate is equal to seven years of experience; a doctorate is equal to eight years of experience.
- "Administrative experience" relates to coordinator-type, project lead-type experience not administrative support work.
- Dates of attendance at a post-secondary institution do not indicate whether the applicant meets the equivalency interpretation unless credit hours earned are provided or an earned degree is identified.

Degrees, Certifications and Trainings

- Must be complete at the time of application for a classified, service professional or administrative position if a degree is a required qualification
- Certifications and trainings can be considered equivalent up to six months' total experience. Whether they have four certificates or just one, it is considered only a total of six months.

NOTE: Direct knowledge of an applicant's qualifications may NOT be used to determine whether an applicant meets qualifications. When evaluating applicants to interview, only the information provided in the application materials may be used to determine whether an applicant meets advertised qualifications.

D – PRE-EMPLOYMENT INQUIRY GUIDELINES

You can only ask questions about any of the items listed below only when these factors are bona fide occupational qualifications (BFOQs). Persons, who interview applicants, participate in the interview process or check references MUST be aware of and follow these guidelines on information that should NOT be sought from applicants or references. Remember to ask only job-related questions during interviews and reference checks.

Address
Specific inquiry into foreign addresses that would indicate ancestry or national origin is prohibited.
It is permissible to ask for the applicant's current address.

Age and Date of Birth
Federal law prohibits discrimination on the basis of age. Restriction of employment is permissible only when age is a BFOQ.
NOTE: Finalist(s) for a position must disclose date of birth to confirm identity for purposes of completing the ASU required background check.

Arrest/Conviction Record
It is inappropriate to ask about an applicant's arrest record. If inquiry into the conviction record of an applicant implies an absolute bar to employment, it is unlawful for most positions. A department may have the right to exclude persons convicted of certain offenses from consideration for certain types of jobs. ASU, as of July 1, 2005, requires completion of a criminal background check before an individual is hired.

Birthplace and Citizenship
It is inappropriate to ask the birthplace of an applicant. It is acceptable to ask applicants if they are legally eligible for full-time employment in the United States and, if the answer is yes, to ask for the immigration status (e.g., J1, F1 OPT and H1B). You cannot ask applicants for the country of their citizenship.

Disability

It is unlawful to ask applicants whether they have a disability. Departments may ask whether applicants can perform the essential functions of a position. The applicant's response to the question must be taken at face value. If an applicant requests a disability accommodation for an interview, contact the Office of Equity & Inclusion for assistance before agreeing to or declining the request.

Education

It is permissible to inquire about an applicant's academic, professional or vocational educational background when it is a job-related requirement. Asking about the national, racial or religious affiliation of a school is prohibited.

Financial Data, Credit Record, Garnishment Record or Fidelity Bonds

Questions to applicants about these issues are considered unlawful unless the department can show a business necessity for this information.

Height and Weight

These factors may not be requested from applicants nor should they be considerations for employment unless they have been validated as BFOQs.

Lowest Salary

It is best not to ask this question of applicants since in the past such information was often used for discriminatory purposes.

Marital Status and Relatives

Questions about an applicant's relatives, marital status and/or dependents are prohibited. Employment decisions must be made without regard to whether relatives of the applicant work at ASU unless the employment would involve supervision of or being supervised by a relative.

Contact the Office of Equity & Inclusion or the Office of the University Provost if this is an issue in employment.

Military Service

It is permissible to ask about military experience in the armed forces of the United States. The hiring authority should be careful. however, about using information concerning discharges since the military has stated that discharges given under other than honorable conditions during specific periods of time were discriminatory. It is desirable to afford applicants an opportunity to voluntarily disclose whether they are a qualified protected veteran. The university is required to take affirmative action in the employment of persons in these categories.

Name and National Origin

No inquiry may be made about an applicant's maiden/birth name, any previous name, lineage, ancestry, national origin or descent. Names should only be used to identify applicants.
NOTE: Finalist(s) for a position must disclose maiden/birth name or any other previous name to confirm identity for purposes of completing the ASU required background check.

Organizations

It is permissible to ask about professional organizational memberships provided the applicant is made aware of his/her right to exclude the name or character of any organization that is of a predominantly racial, religious or sexual character.

Photographs

Photographs may not be required or asked for prior to employment.

Religion/Creed

Inquiry into an applicant's religious denomination, affiliation, parish, pastor or holidays observed is prohibited.

Social Media

It is not recommended that a Hiring Team review an applicant's social media pages.
It is not a good reflection of an applicant's job qualifications or their work ethic.

Social Security Number

Social Security numbers may be required only of applicants who are to be reimbursed for expenses incurred as a result of interviews.

NOTE: Finalist(s) for a position must disclose her/his Social Security number to confirm identity for purposes of completing the ASU required background check and to verify eligibility for employment in the State of Arizona.

Authored by Paul Rezendes (prezende)
Last modified 4 weeks ago

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All ASU Faculty and Staff > (kb_list.do?jvar_view_topic=&sysparm_kb_search_table=&sysparm_language=&sysparm_nameofstack=&sysparm_refer=kb_view_customer.do?
sysparm_article=KB0014240) > Declined Disposition Emails - APPENDICES (E)

Article: KB0014240   Published: 2016-05-31   Last modified: 2018-12-15

APPENDICES (E)

| HOME (/hress/kb_view.do?sysparm_article=KB0011989) | BACK TO DIGEST (/hress/kb_view.do?sysparm_article=KB0011989) | BrassRing Resource Center
(https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment
(https://students.asu.edu/employment/employers)

E – Declined Disposition Emails

i. Declined – Min Quals not Met

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

ii. Declined- Min Quals Not Met (Student Development)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

We thank you for your interest in the position of [RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application, your application was not selected for further consideration.

We encourage you to reach out to ASU Career Services to improve your candidacy for future positions. This office offers many valuable resources such as one-on-one career advising, resume and cover letter reviews and practice interviews.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

iii. Declined-Min Quals Met but Fewer Desired Quals

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

iv. Declined-Min and Desired Quals Met not Top Tier

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

v. Declined-Incomplete Application

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration due to an incomplete application. Specific documents and details were requested in the instructions to apply that you did not provide.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

vi. Declined-Unable to Determine Quals

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), we are unable to determine if you qualify for the position based on the resume you submitted.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

vii. Declined- Unable to Determine Quals (Student Development)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application, we are unable to determine if you qualify for the position based on the resume you submitted.

We encourage you to reach out to ASU Career Services to improve your candidacy for future positions. This office offers many valuable resources such as one-on-one career advising, resume and cover letter reviews and practice interviews.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,

[#RequisitionStd:Manager#]

---

viii. Declined-Interviewed in Past 6 Months Same Title

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration since you have interviewed for this same type of position in the previous 6 months where your application was also not selected for further consideration at the time.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

ix. Declined-Applied to Wrong Requisition

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. Based on what you stated in your application documents, we have determined that you have applied to the wrong position.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

x. Declined-Ineligible for Position (ABOR)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), we have determined that you are ineligible for this position since you are not a current Arizona Board of Regents employee (current employee of; AZ Board of Regents, Northern Arizona University, University of Arizona, or Arizona State University).

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xi. Declined-Ineligible for Position (Visa)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. Based on your response to our application or interview question(s), you are or will not be eligible to work in the U.S. if considered for employment.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xii. Declined-Lower TG Score (Not Reviewed)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. Based on your response to the applicant questions (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xiii. Declined-Hire Made Prior Pool (Rolling Deadlines)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xiv. Declined-1st Interview

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the interview. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xv. Declined 1st Interview (Student Development)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the interview. After careful consideration, we have decided to pursue other options.

We encourage you to reach out to ASU Career Services to improve your candidacy for future positions. This office offers many valuable resources such as one-on-one career advising, resume and cover letter reviews and practice interviews.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xvi. Declined-2nd Interview

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the second interview. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xvii. Declined-3rd Interview

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the third interview. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xix. Declined-No Show

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an offer to interview for this position and not attending the scheduled interview, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xx. Declined-No Response to 2+ Invitations

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After at least two invitations to interview for this position and not responding back to the department, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xxi. Declined-Min and Desired Quals Met not Top Candidate

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xxii. Declined-Reference Check

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xxiii. Declined-Zero Offers Remaining

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xxiv. Declined-PeopleSoft Validations

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to meet with us. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xxv. Declined-Conditional Offer not Approved

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xxvi. Declined-Accepted Another Position

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After communicating with the department, you have indicated that you have accepted another position and are withdrawing from future consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xxvii. Declined-Dept Withdrew Offer

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that the department has decided to withdraw the offer of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxviii. Declined-Dept Withdrew Offer (Verify with OHR)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that the department has decided to withdraw the offer of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs)is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxix. Declined-Candidate Rejected Salary Offer

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email confirms that you have declined the salary offer for the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxx. Declined-Candidate Withdrew Online

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that you have withdrawn online from the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxxi. Declined-Candidate Withdrew by Contacting Manager

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that you have withdrawn from the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University through contact with the hiring manager.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxxii. Declined-Position Cancelled (No Hire Made)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

Thank you for your interest in Arizona State University. This recruitment has been closed without hire and may be reposted at a future date. We appreciate the time you invested in your application and your interest in working for ASU. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

All of the remaining Declined statuses are only used by ASU Police Department

i. Declined-Ineligible for Position (PD Only)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

ii. Declined-Does Not Meet Written Requirement

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the ASU Police Department. Candidates must pass the written assessment with a score of 70% or above in order to continue to participate in the recruitment process. You did not successfully pass the assessment, however you are eligible to reapply and retest after a period of 90 days.

We wish you success and encourage you to continue your job search with ASU by visiting our job opportunities website at www.asu.edu/asujobs (http://www.asu.edu/asujobs).

Thank you,
[#RequisitionStd:Manager#]

---

iii. Declined-Does Not Meet Physical Requirement

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the ASU Police Department. Candidates must pass the physical assessment in order to continue to participate in the recruitment process. You did not successfully pass the assessment, however you are eligible to reapply and retest after a period of 90 days.

We wish you success and encourage you to continue your job search with ASU by visiting our job opportunities website at www.asu.edu/asujobs (http://www.asu.edu/asujobs).

Thank you,
[#RequisitionStd:Manager#]

---

iv. Declined-No Response to Invitation

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an invitation to take an assessment for this position and not responding back to the department, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

v. Declined-No Show for Assessment

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an offer to take an assessment for this position and not attending the scheduled assessment, your application was not selected for further consideration. As a result, you will not be eligible to reapply and retest until a period of 90 days has passed.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

vi. Declined-Unable to Attend

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After being unable to attend to your scheduled assessment, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs (http://www.asu.edu/asujobs) is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

vii. Decline-Does Not Meet Background Check (PD Only)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

Thank you for applying with Arizona State University Police Department for the position of [#RequisitionCus:WORKING_TITLE#]. We must rescind our conditional offer of employment at this time.

As a result of this rescission, any application you submit with ASU Police Department will not be considered.

We do not accommodate the right to appeal nor do we release specific information regarding our decisions. Thank you for your interest in employment with Arizona State University Police Department and good luck in your future career endeavors.

Sincerely,
[#RequisitionStd:Manager#]

---

vii. Declined-Does Not Meet Oral Board Requirement (PD Only)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

Thank you for interviewing with the ASU Police Department for the opening of [#RequisitionCus:WORKING_TITLE#]. Candidates must pass the oral board with a score of 70% or above in order to continue to participate in the recruitment process. You did not successfully pass the oral board, however you are eligible to re-apply and re-test after a period of 90 days should the position be open and posted by visiting our job opportunities website at www.asu.edu/asujobs.

Sincerely,
[#RequisitionStd:Manager#]

</p

Feedback	

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All ASU Faculty and Staff > (kb_list.do?jvar_view_topic=&sysparm_kb_search_table=&sysparm_language=&sysparm_nameofstack=&sysparm_refer=kb_view_customer.do?sysparm_article=KB0014355) > APPENDICES (F)

Article: KB0014355   Published: 2016-06-29   Last modified: 2018-12-15

APPENDICES F

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | BACK TO DIGEST (/hress/kb_view.do?sysparm_article=KB0011989) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

HR Days in Status Notifications

To help Hiring Managers (student and staff) keep track of their applicants and make the hiring process efficient, a new Days in Status column has been added to the Hiring Manager My Candidates panel. All statuses will now have color reminders when there have been no HR status updates after a set number of days.

Exempt statuses applies to:

- Hired
- Filed to Additional Hire
- Any "Declined" status

A corresponding color will be displayed indicating the number of **Days in Status**.

The color range:

- Green = 40 – 90 days
- Yellow = 91 – 180 days
- Red = 181 – 365 days

The Hiring Manager will receive an email notification once a week when an applicant's HR status remains unchanged in any one of the included statuses above for 40+ days.
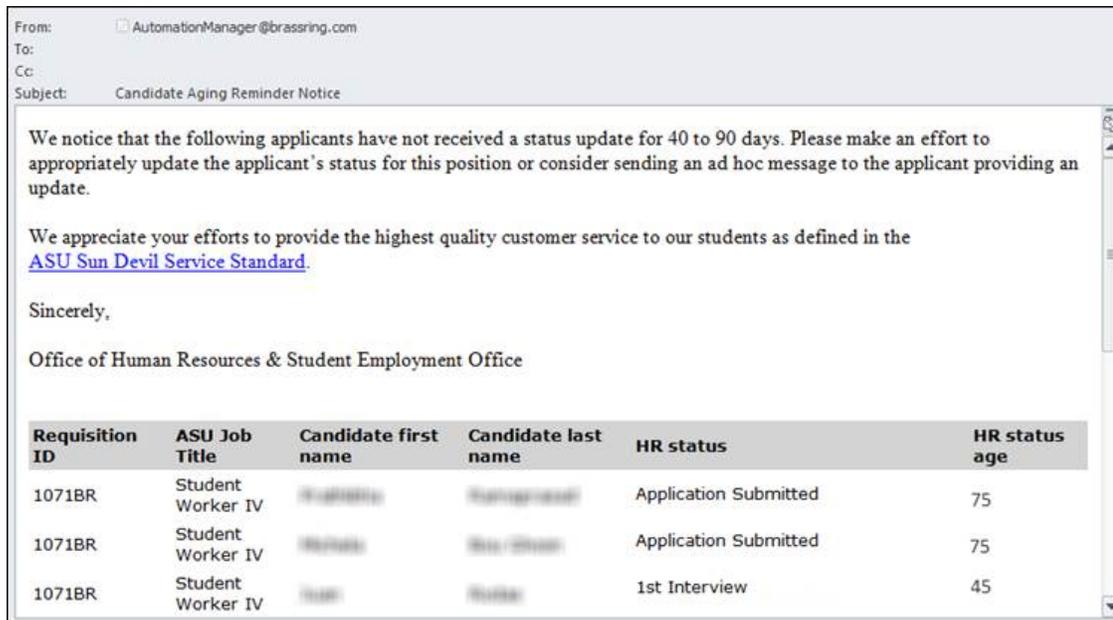
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Article: KB0014983   Published: 2017-02-02   Last modified: 2018-12-15

APPENDICES G

HOME (/hress/kb_view.do?sysparm_article=KB0011989) | BACK TO DIGEST (/hress/kb_view.do?sysparm_article=KB0011989) | BrassRing Resource Center (https://hr.sp10.asu.edu/sites/ohrdb/2xb/) | Staff Recruitment (https://cfo.asu.edu/hr-recruitment) | Student Employment (https://students.asu.edu/employment/employers)

G - OHR Recruiter Background Check and Fingerprint Emails

i. Fingerprint Check Initiated (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#] [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

The candidate above has initiated their Fingerprint Check. We should receive results within 2 - 3 weeks and will contact you then.

Thank you, [#RequisitionStd:Recruiter#]

ii. Fingerprint - Instructions to Candidate (Recruiter and Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#] [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]
Greetings [#Contact-info:FirstName#] [#Contact-info:LastName#]

Thank you for accepting our conditional job offer. In order to satisfy the fingerprint requirement from your department, please call 855-278-5081 to schedule an appointment by no later than 30 - 60 days from receiving this email. For an appointment at West Campus, please contact backgroundcheck@asu.edu (mailto:backgroundcheck@asu.edu).

When you setup your appointment, please provide the following information so they may note this on the appointment calendar:

Dept: [#RequisitionCus:DEPT_ID#]
HR Contact: [#RequisitionStd:Manager#]
Agency Org (Account number): [#RequisitionCus:FPC_CHARGE_ACCOUNT#]

Fingerprinting is conducted Monday - Friday by appointment at the Tempe campus. On the day of your fingerprinting appointment please come to Tempe University Center (UCNTRA) at 1100 E. University Drive, Tempe, AZ 85281, check in with the HR Employee Service Desk and bring picture ID (i.e. driver's license, passport, state issued ID – I can't use your ASU ID for identity).

If you drive to the UCNTRA, please park in the "20-minute Loading Zones" because Lot 55 is a metered lot. Otherwise, parking is $2 per hour.

Please let me know if you have any questions.

Thank you,
Hiring Manager: [#RequisitionStd:Manager#] and Recruiter: [#RequisitionStd:Recruiter#]

iii. BGC Status – Waiting on candidate to submit consent form (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

We have initiated the background check process for [#Contact-info:FirstName#] [#Contact-info:LastName#].

The candidate will receive an automated notification to expect an email from HireRight to complete the consent and disclosure form, which is necessary before the background check can be conducted.

You will receive another email notification when the candidate has submitted the consent and disclosure form to HireRight.

Thank you, [#RequisitionStd:Recruiter#]

iv. BGC Started – Candidate has given consent to HireRight (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#] [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

The candidate [#Contact-info:FirstName#] [#Contact-info:LastName#] has submitted the consent and disclosure form to HireRight. The background check will now begin, and we should receive the results in approximately 72 hours.

You will receive another email with instructions for the next steps once the background check has been returned.

Thank you, [#RequisitionStd:Recruiter#]

---

v. BGC Meets Policy (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#] [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

We have received the results of the background check for the candidate above. The candidate has passed and is cleared to hire.

You may now proceed to the Final Offer Status. Please create the Offer Letter Document and Packet. Once this step has been completed, please send the offer letter email to the candidate. Click here (http://www.brainshark.com/arizonastateuniversity/vu?pi=zFEz10Y2RHz5A9Hz0) to learn more about the offer letter process.

Thank you, [#RequisitionStd:Recruiter#]

---

vi. Background – HireRight Notification after 48hrs reminder (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#Contact-info:FirstName#] [#Contact-info:LastName#],

This is a reminder we have not received notification you have completed the consent and disclosure form to start the process of your background check. If you have not received the consent and disclosure form sent to the email address provided at the time you applied to the position, please check your junk or spam folder. If you are still unable to locate the notification email from HireRight contact backgroundcheck@asu.edu (mailto:backgroundcheck@asu.edu).

Thank you, [#RequisitionStd:Manager#]

Feedback		Was this helpful?
		✅ Yes ❌ No
		Not rated
		★ ★ ★ ★ ★
		☐ Flag article
		Show comments (0)

Permalink (https://asu.service-now.com/kb_view_customer.do?sysparm_article=KB0014983): https://asu.service-now.com/kb_view_customer.do?sysparm_article=KB0014983