Step 6: Managing Individual Candidates – Stages

There are several different Stages a Job Application goes through, and it is vital that you carefully chose the most accurate one. Hiring Managers MUST manually move an application through the stages they are responsible for through choosing from the drop-down menu and saving the changes. - Awaiting Recruiter Review: Recruiter needs to review the application to determine if it should be sent to Hiring Manager - Hiring Manager Evaluation: Assigned to Hiring Manager and ready for review - Resume Review: Hiring Manager has reviewed the resume. Initial Hiring Manager notes are added at this time. - Interview: Hiring Manager has selected applicant for an interview. But sure to enter Interview Date and Time as well as any notes from the interview itself. - Offer Submitted: Applicant was selected for position - No Offer: If applicant was considered but not selected for position (more details here). If No Offer is selected, Hiring Manager MUST input the no offer reason. - Closed: Applicant's application is closed and dispositioned - Not Qualified: Either Recruiter or Hiring Manager can determine if applicant does not meet the qualifications of the position - Not a Good Fit: Either Recruiter or Hiring Manager can determine if applicant met some but not all requirements for position (an interview can determine this option as well)

- Hiring Manager Evaluation
- Resume Review
- Interview
- No Offer
- Offer Submitted

Hiring Manager Evaluation

After a Recruiter has reviewed an application and determined that the Candidate is Qualified, the Application is moved to Hiring Manager Evaluation.

This stage indicates that an Application is ready for Hiring Manager review.

If at any time you decide not to select a Candidate, you may choose that option which then removes the Candidate from the active applicant list under consideration.

Whenever you take an action, for example, when you review a resume, you MUST change the Stage to Resume Review.

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[For more details on how to manage candidates with in Salesforce, see here.](#)

Resume Review

This stage indicates that the Hiring Manager has reviewed the application.

In addition, this stage and screen allows Hiring Managers to:

- Review Recruiter notes
- Input Hiring Manager Notes

Interview

Hiring Manager has selected Applicant for an interview. But sure to enter the Interview Date and Time as well as any notes from the interview itself.

Remember to SAVE after inputting your updates.

No Offer

If you decide to NOT move forward with a Candidate, choose No Offer.

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There are several reasons to move forward with a Candidate. The No Offer Reason will stay in the Candidate's profile and might offer valuable insight on the next search.

Choose from the following No Offer Reason options:

Selected Another Candidate: Applicant considered but not selected for position

Candidate Withdrawal – Found another opportunity: Candidate turned down offer due to pursuing another opportunity

Candidate Withdrawal – Pay: Candidate turned down offer due to salary offered

Candidate Withdrawal – No Relocation: Candidate turned down offer because no relocation cost provided

Other: Any other reason Candidate was either not selected or withdrew application. Annotate reason in Hiring Manager Notes below

When the No Offer status is implemented, both you and the Recruiter associated with the Candidate will receive a form email like the one below.

This email will also include the reason no offer was submitted, in this case, because another Candidate was selected.

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If you decide to move forward with a Candidate, there are several fields that can help you manage the Stage of the Job Application.

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The Job Applications tab shows the different stages of the Candidates.

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Offer Submitted

The Hiring Manager has decided to move forward with a Candidate and offer them the position that they have applied to.

Upon completion of this action, both the Hiring Manager and the Recruiter associated with the Candidate will receive the email below.

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When a Candidate is selected and all the openings for the job are filled, all other applications will automatically be dispositioned to "No Offer." The dispositioning of the candidates will only happen when the number of position equal Zero if the job has multiple vacancies. Then return the dispositioned candidates to the candidate pool as New.

Each non-selected candidate will automatically receive the following email:

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As part of this automation, candidates so dispositioned will be returned to the candidate pool as "New."

Selecting a Candidate will automatically convert them to an employee within the Salesforce system. However, as the above email notes, **Hiring Managers must then initiate the AFPC By Name Request RPA Process.**

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