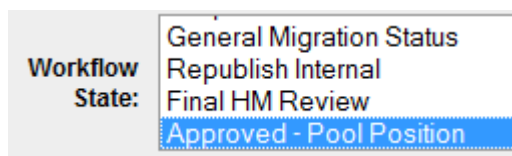


Connect Postings to Move Applicants to Pool Position

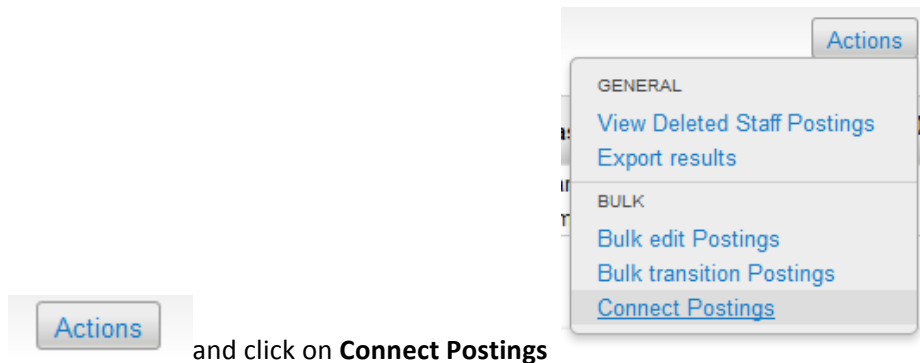
April 2013

To move applicants from the posted requisition to the **Approved – Pool Position** requisition, you must first connect the two requisitions. You may close the posted requisition at any time, but you must leave the pool position at the state of **Approved – Pool Position** for this to work.

1. CONNECT POSTINGS: Start your process to connect the posted requisition to related requisition(s) at the **Approved – Pool Workflow State**. Search for the requisition that is at the state of **Approved – Pool Position**. To locate the correct requisition(s) highlight **Approved – Pool Position** in the **Workflow State**.



2. Check the box next to the title of the **Approved – Pool Position**, then go to the **Actions** button

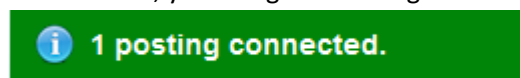


3. Search for the posted requisition. You may need to include **Posted, Republished** and **Reposted** workflow states in the search to locate the posted requisition. Click on the radio button next to



the title. Then click on the **Connect** button below the title.

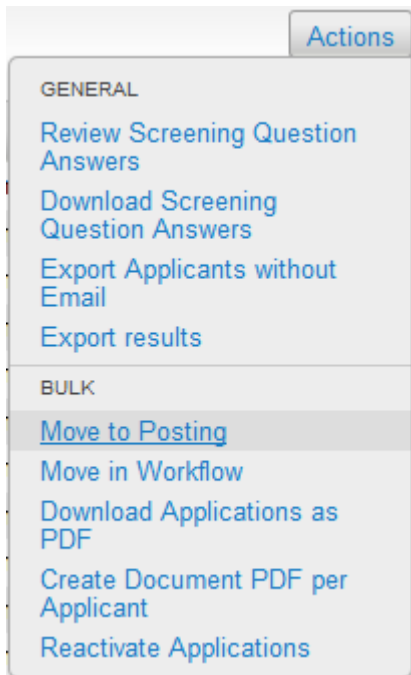
4. If Successful, you will get a message at the top of the screen



5. MOVING APPLICANTS TO APPROVED – POOL REQUISITION: Now go back to the posted requisition. Open the posted requisition by clicking on the **Working Title**. Then, click on


Applicants. Search for all applicants (Active and Inactive) and select all of them. The **Saved Search** titled **EAD Applicant List** will easily create your list of all **Active and Inactive** applicants.

Then go to the **Actions** button  and click on **Move to Posting**.




- The posting you want to move them to will now show up along with all of the applicants that need to be copied to the pool position. Select the posting. If you select multiple **Approved – Pool** positions to be filled from one posting all will be listed under **Posting**. Select them one at a time to complete the remainder of this process.

Move to Posting	Posting	Department/College/Unit
	<input type="radio"/> Asst Admissions Recruiting Coordinator	- NE College of Technical Agriculture-0928
Workflow State	Copied from Pool	

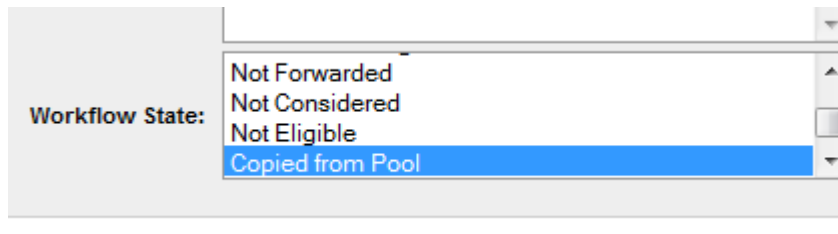
- Select the desired **Approved – Pool** requisition by clicking on the radio button next to the title. Then change **Workflow State** to **Copied from Pool**. After changing the workflow state to **Copied from Pool**, click on **Move** button at the bottom of the screen. 

If successful you will get a green message at the top of your screen with the number of

applicants that were copied to the pool position. 

IMPORTANT: You must choose **Copied from Pool** as the workflow state. Any other selection from the drop-down list will result in errors.

8. If you have more than one page of applicants, you will need to do this step for each page.
9. Return to the **Approved – Pool Position** and change to **Closed**. All applicants will be at the workflow state of **Copied from Pool**.



10. Change the status of the applicant that was hired on the posted requisition or other related **Approved – Pool** positions to **Not Hired (No Email – 16 Hired for Another Position)**. Change the status of the applicant hired for this requisition to **Hired**. Do not change the status of any other applicant. They should remain **Copied from Pool**.
11. Once both requisitions are closed complete the **Post Hire Details** and move both requisitions to **Filled**.
12. Last step is to [Link Candidate to Position Description](#). After posting is moved to Filled:
 - Go to [Applicants](#) and open the Hired applicant's application and select [Start Link Candidate to Position Description](#) from menu in upper right hand corner of application.
 - ★ [View Posting Applied To](#)
 - ★ [Preview Application](#)
 - 📄 [View Hiring Proposal](#)
 - ➕ [Start Link Candidate to Position Description](#)
 - At the next screen you must select the correct job description to link the hired individual's name to. The **Selected Position Description** will be correct only if you are linking a candidate to the posted requisition.

Selected Position Description

- [Research Interviewer](#)

You may then go directly to bottom of page and

[Select Position Description](#)

- For all non-posted **Approved – Pool** positions you must first choose the correct position description. Either select from the list appearing below the Saved Search, or filter your search by entering the position number in the corresponding search

field. **Position Number:** . Then click

on [Search](#). Select the correct job description by clicking on the appropriate radio button to the left of the Working Job Title and scroll to the bottom of the page and

select [Select Position Description](#)