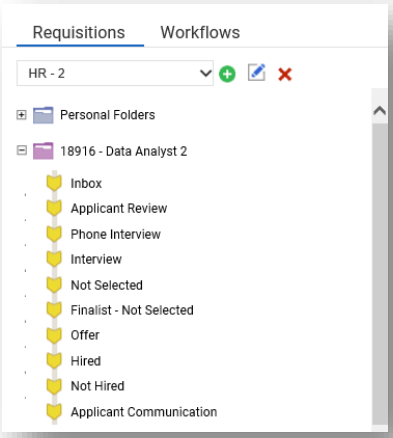
How to Move Candidates Through the Hiring Process

The following guide is intended for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) to move candidates through the hiring process.



Each requisition contains an **Inbox** and nine additional folders (or "steps") into which candidates may be placed. These folders allow you to easily see where each candidate is in the hiring process.

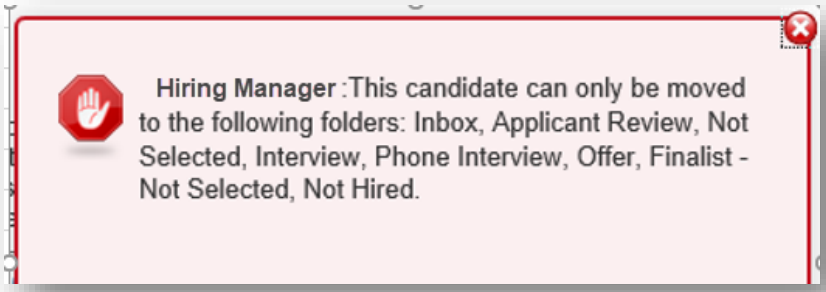
Each folder (or "step") is associated with a particular set of activities, as outlined below.

Inbox	Candidates are automatically placed here when they submit their application
Applicant Review	Candidates whose resumes have been reviewed for future consideration
Phone Interview	Candidates to be phone screened, either locally or by central HR
Interview	Candidates to be interviewed in person (may stay here for many rounds of interviews)
Not Selected	Candidates not selected at any step prior to the offer stage. Includes those who were not considered, those who withdrew before receiving an offer, and those who did not make it to the finalist stage. (The ATS will ask for a disposition reason.)
Finalist - Not Selected	Very strong candidates who did not receive an offer but should be considered for similar positions. (The ATS will automatically assign a disposition reason.)
Offer	Candidate offered the job. The ATS will ask for a starting salary. (Use of this functionality is optional. It is recorded in the ATS only and once entered, not visible to the hiring managers.) The ATS will also generate an optional offer letter in Word that may be adjusted to fit your needs. It is not meant to replace the welcome/offer letter that is sent by HR once the hire information is entered into SAP via APR.
Hired	Candidate accepted the offer (The ATS will ask for a start date. An actual or estimated start date may be entered if you wish. The actual start date will still need to be entered into SAP.). The job posting will automatically be removed from the website and the status will be changed to filled.
Not Hired	Candidate received an offer but was not hired. (The ATS will ask for a disposition reason)
Applicant Communication	Dispositioned applicants to be notified of their status (The ATS will offer two optional draft emails to send.)

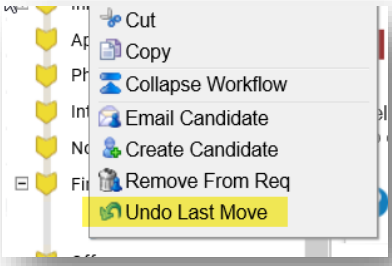
To make updates to a candidate's status, click on the candidate's name or select multiple candidates from the candidate list and drag them into the appropriate folder. (See "Act on Multiple Candidates at Once" in the *3 – View Candidates* guide found at https://hr.mit.edu/managers/hiring/ats).

All candidates should move through the ATS steps in order, bypassing any steps that don't apply.

Folder move restrictions are built into the ATS to ensure that hiring managers move candidates to the various folders in the proper order. For example, a candidate cannot be dragged from the **Not Selected** folder into the **Phone Interview** folder. A message, similar to the one below, will be seen if an invalid folder move is attempted.



If a candidate was moved to a valid, but incorrect folder, do not drag the candidate back to the previous folder – just right click the candidate's name and choose **Undo Last Move** from the menu. This ensures that the candidate's history is correct, will lead to accurate reporting, and avoids issues in the case of an audit.



NOTE: Do not drag candidates from one requisition to another. Candidates must apply to the each job separately to be considered. If you accidentally dragged a candidate from one requisition to another, please inform ATS-Help@mit.edu.

Get Help

More information	https://hr.mit.edu/managers/hiring/ats
Applicant Tracking System Tech Support	ATS-Help@mit.edu
Staffing Assistance	talentacquisition@mit.edu