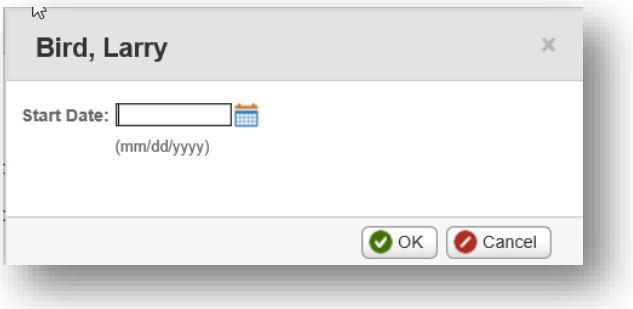
How to Use the Hired Folder

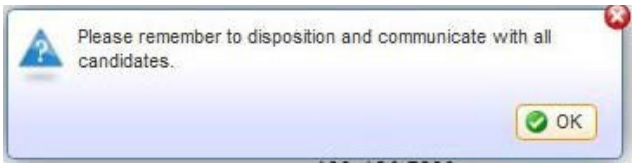
The following guide is intended for Hiring Managers using the *Hired* folder in the PeopleFluent Applicant Tracking System (ATS).

Once a candidate accepts an offer and you have agreed on a start date, move them to the **Hired** folder. This automatically sets the job status to **Filled** and removes the job posting.

> If you would like a job posting removed before filling a job, contact ats-help@mit.edu.

The ATS will prompt you to choose a Start Date (this is optional). You will also see a reminder to disposition and communicate with all candidates.





> All non-hired candidates **must be** dispositioned before the requisition is filled. If not, a system-generated reminder emails will be sent to the primary hiring manager for any filled requisitions that contain non-dispositioned candidates.

Finalists: Move finalists to the **Finalist – Not Selected** folder and let them know they were not selected for the job. Keeping these candidates in the Finalist – Not Selected folder will allow you to find them at a later date should another suitable position open up.

Not Selected Candidates: Make sure that all non-selected candidates are in the **Applicant Communication** folder and that you have sent them the appropriate communications.

Important Final Step

Submit your SAP new hire transaction. The ATS DOES NOT transfer information to SAP, so the current method of submitting HR transactions is required in order to trigger the employee's system access, and the New Hire Letter from HR.

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