

# UAB Candidate Selection Hiring Manager Workflow

[HM Screen](#) | [HM Interview](#)

<b>STEP: HM SCREEN</b>	
To Be Reviewed	Default status — when you receive the candidate from the Recruiter, the candidate will be in the status of to be reviewed.
For Further Review	Parking lot — You have reviewed this candidate and they meet the requirement of the job and will remain in this status for possible further consideration. This is an optional status.
HM Phone Screen	The hiring department has contacted the candidate for the initial phone screen. Select this status if you phone screened the candidate.
HM Not Selected <i>(more qualified candidate selected)</i>	Candidate will not move forward in the selection process. This is the move in bulk option. Although you might not have a selected candidate at the time of dispositioning, this is the selection if the other two options do not match the situation.
HM Not Selected <i>(phone interview failed to confirm qualifications)</i>	Candidate was phone interviewed and it was determined that the candidate will not move forward in the selection process.
HM Not Selected <i>(failed to respond)</i>	The candidate did not respond and will not move forward in the selection process.
Applicant Withdrew	The candidate withdrew using the tools on the career site or by contacting the hiring manager.
Passed HM Screen	Candidates information has been reviewed and department has determined candidate should move to the next step. If HR schedules your interviews, making this status selection and clicking apply and close or apply and continue will generate an email to the recruiter to set up an interview.
Not Selected	HR USE ONLY
Applicant Withdrew	HR USE ONLY

*Automatic email generated with Apply and Close or Apply and Continue*

## STEP: HM INTERVIEW

STATUSES	HM Interviews	Default status for HM Interview step. Select this status and click apply and close or apply and continue if you interviewed the candidate.
	2nd Interview	Select this status and click apply and close or apply and continue if you performed a 2nd interview with the candidate.
	Previously Interviewed	If candidate interviewed recently, you do not need to interview the candidate again and can place in this status.
	HM Not Selected <i>(more qualified candidate selected)</i>	Candidate will not move forward in the selection process. This is the move in bulk option. Although you might not have a selected candidate at the time of dispositioning, this is the selection if the other options do not match the situation.
	HM Not Selected <i>(not best match for job/work unit)</i>	Candidate will not move forward in the selection process.
	HM Not Selected <i>(interview failed to confirm qualifications)</i>	Candidate was interviewed and it was determined that the candidate will not move forward in the selection process.
	HM Not Selected <i>(salary expectations not in line w/ compensation range)</i>	Candidate's salary expectations did not match the compensation range for the position and will not move forward in the selection process.
	HM Not Selected <i>(failed to respond)</i>	Candidate did not respond and will not move forward in the selection process.
	Applicant Withdrew	Candidate withdrew using the tools on the career site or by contacting the hiring manager.
	Campus Salary Offer Request: CAMPUS USE ONLY	Candidate information has been reviewed and department determined candidate should move forward with an offer of employment. Making this status selection and clicking apply and close or apply and continue will generate an email to the recruiter to determine a salary offer range for candidate. Recruiter will send an email to hiring manager and hiring manager assistant with calculated salary offer range.
	Create Offer	Candidate information has been reviewed and department determined candidate should move to next step. Selecting this status and clicking apply and close completes the process for the candidate and sends an email to recruiter to move forward with offer. Hospital positions: please provide details specific to the shift and/or job number if applicable in the comments section. Campus positions only: please enter the offer details in the comments section, offer details include the hourly/annual offer amount AND preferred start date. Once candidate is moved to create offer status, recruiter will contact hiring manager to finalize details. Once hiring manager moves to create offer, recruiter moves candidate through the remaining steps.
	Not Selected	HR USE ONLY
	Not Selected	HR USE ONLY

Automatic email generated with Apply and Close or Apply and Continue