

## Hiring Manager Required steps for Candidate Selection

Highlight the person (by clicking the blue box before the name) you are considering (line turns orange).

Click yellow “Create Activities” button located on bottom left; place cursor on “**Preselection**”

### \*Conducted Interview

Activity Details: \* Conducted Interview

On this page, you can enter details about the activity.

Details  Note Attachments

Status Planned

Due On 04/05/2010

Processed by 00132307 Maria Montoya

Save & Back Cancel

Change “Planned” to completed and click “Save & Back”

### \*Check for Eligibility Request

Activity Details: \*Check for Eligibility Request

On this page, you can enter details about the activity.

Details  Note Attachments

Status Planned

Due On 04/05/2010

Processed by 00132307 Maria Montoya

Save & Back Cancel

Change “Planned” to completed and click “Save & Back”

**After the recruiter has conducted either \*Verified Eligibility or Checked FL DOE**

Highlight the person (by clicking the blue box before the name) you are considering (line turns orange).

Click yellow “Create Activities” button located on bottom left place cursor on “ **Offer Phase**”

### \*Send Offer Letter

Activity Details: \* Send Offer Letter

On this page, you can enter details about the activity.

Details  Note Attachments E-Mail Attachments

Status

Due On

Processed by

Letter Template

Letter changed

If you want to read the letter that you are sending click on Display letter, once you finish click “X” to return to the screen; Click “E-mail”, which automatically changes status from planned to completed and click “Save & Back”

As soon as the person has notified you that they accept the job offer, you create the following activity:

### \*Offer Accepted (To Be Hired)

Activity Details: \* Offer Accepted (To Be Hired)

On this page, you can enter details about the activity.

Details  Note Attachments

Processed by

**Status History of Assignment**

Date	Time	Name	Status
03/24/2010	17:57	Pablo Scaglia	Draft
03/24/2010	17:57	Pablo Scaglia	In Process

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Current Status

New Status

Status Reason

has knowledge of subj. matter/pedagogy  
multiple yrs of experience in sub/jassig  
outstanding references from previous emp  
possess specialized skills/language abil  
.....

Select the most appropriate “Status Reason” from the drop down menu and click “Save & Back”.

Once “Data Transfer” (hire) is conducted you will receive an e-mail letting you know to contact the person as to when to report to work.