



# Completing a Search in PeopleAdmin

## Closing a posting

The first step in completing a search is closing the posting. Closed positions can be reposted as needed, please reach out to Human Resources at [employment@uidaho.edu](mailto:employment@uidaho.edu) or 885-3611 if you wish to repost.

### Postings that have hard-close dates:

- Do not close a posting with a hard-close date in the closing date field. A hard-close date gives applicants notice as to when the posting will be closed, and the posting must not be closed earlier than the stated date.
- PeopleAdmin will automatically close the posting at 11:59 pm on the closing date.

### Postings that are open until filled:

- Search coordinators can close a search that is open until filled. Before you close a search, please ensure that the posting has met its required advertising timeline. Minimum advertising requirements can be found on the Equal Employment Opportunity/Affirmative Action website: <https://www.uidaho.edu/governance/equal-employment-opportunity-affirmative-action/recruitment-and-hiring/recruitment-advertising-resources>.
- Additionally, please make sure that the posting has reached the first consideration/review date provided in the special instructions to applicants prior to closing.
- Once you're ready to close the posting, log in as the **Search Coordinator** role and click on the **Take Action on Posting** button near the upper right corner of the posting. Click **Closed**. If a posting is in a **Closed** state, the search may continue as usual, i.e. applicants can be transitioned, and interviews can take place. Closing the posting just takes it off the job listings page on the University of Idaho website and ensures that no other applications can be submitted.



## Filling a Posting

After a posting is closed and the search has concluded, the posting must be moved to a final state to finalize the hire, or to document that the search was failed or canceled.

### Final posting states include:

- Filled
- Completed – No Emails
- Search Failed
- Posting Canceled

### Postings should be marked "Filled" after:

- The search has ended with the successful hire of an applicant.
- The successful applicant (or multiple applicants if the posting is hiring more than 1 person) has been marked as "**Hired**".
- All other applicants have been moved to final, inactive dispositions by the **Search Coordinator**. This needs to occur to accurately document application status and to prompt the system to send an auto-generated email communicating their application status. The following dispositions should be used for applicants who are not selected for hire or have voluntarily chosen to take themselves out of consideration:
  - Does Not Meet Required Qualifications
  - Not Interviewed, Not Hired
  - Interviewed, Not Hired
  - Declined Offer
  - Withdrew/Declined Interview

## **Reminder:**

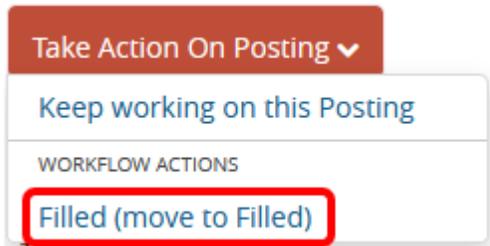
Do not leave any applications in any of these active states:

- Under Review by Department/Committee
- Approved for Interview
- Move to Second Interview
- Move to Third Interview

Leaving applications as active will prevent them from receiving an auto-generated notice that their application is no longer under consideration for the position. It is important that all applications are marked as one of the inactive dispositions mentioned above (does not meet required qualifications; not interviewed, not hired; or interviewed, not hired).

### **How to Fill a Posting:**

When all the applicants are properly transitioned, the **Search Coordinator** can click on the **Take Action on Posting** button near the upper right corner of the posting, and select **Filled**.



### **A note on system-generated notices to applicants:**

- Moving candidates to “Not Interviewed, Not Selected” or “Does Not Meet Required Qualifications” will immediately send an email letting the applicant know they are no longer being considered. If departments prefer to send personal notes, there are options to prevent the automated emails from being sent: “NO EMAIL – Not Interviewed, Not Selected” or NO EMAIL – Does Not Meet Required Qualifications.”.
- It is highly recommended that departments connect personally with applicants who interviewed but were not selected. An automated email will be sent to applicants in an Interviewed, Not Selected status when the posting is moved to Filled. If you wish to turn off the automated email for interviewed applicants, please reach out to Human Resources.

### **Failing, Canceling, or marking a posting Completed No - Emails**

Hiring units cannot move postings to **Search Failed, Posting Canceled or Completed - No Emails**, as these transitions are owned by Human Resources. Please reach out to Human Resources should you need to move postings to any of these statuses and we will work on the appropriate transitions and provide information on status update emails depending on the chosen transition.

If you need assistance with transitioning a search or applications, please contact Human Resources at [employment@uidaho.edu](mailto:employment@uidaho.edu) or 885-3611.