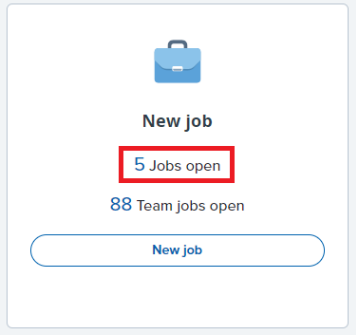
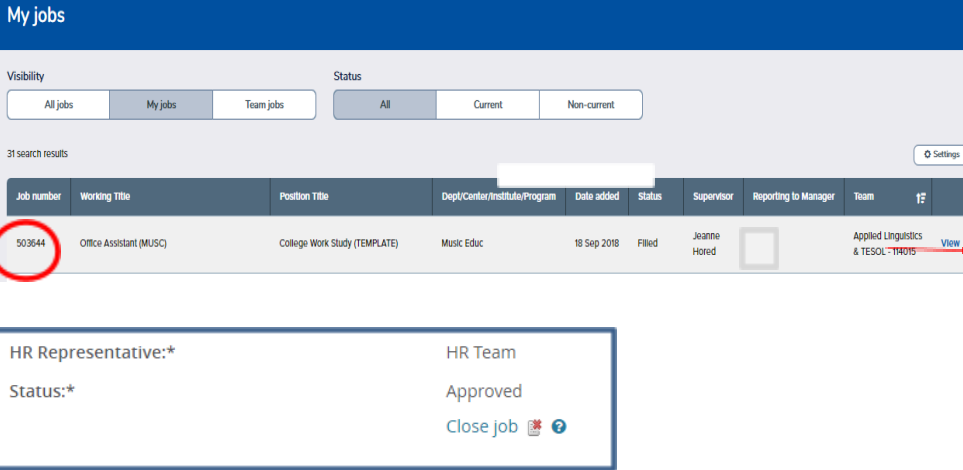
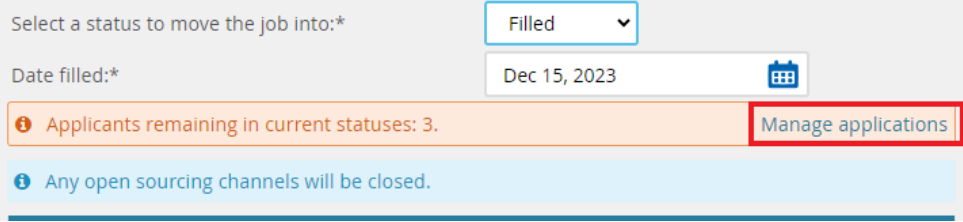


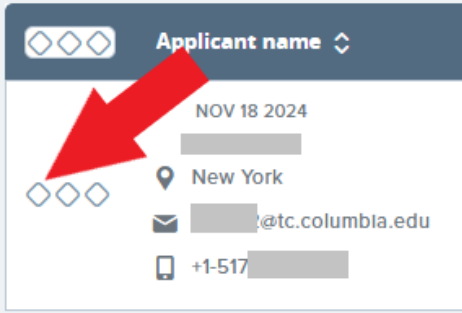
Closing a Job & Reasons for Non-Selection

It is the **Responsibility of the Hiring Manager** to close out a job once a position has been filled or canceled.

What you need to do	What you will see
<p>STEP 1: Click on the Jobs Open link in the New Job box.</p>	
<p>STEP 2: Scroll through your jobs and find the one you wish to close. Click View job in the right-most column to open the requisition.</p> <p>Scroll to the bottom of the page and click Close Job.</p>	
<p>STEP 3: Manage Applications To ensure a positive candidate experience, all applicants' statuses must be updated before closing, thanking them for their application via the default email template.</p> <p>To do this, click the Manage Applications button.</p> <p>If you have already updated the status for each applicant and informed them that they were not selected, you can skip this step and proceed to Step 6.</p>	

STEP 4a: Status updates

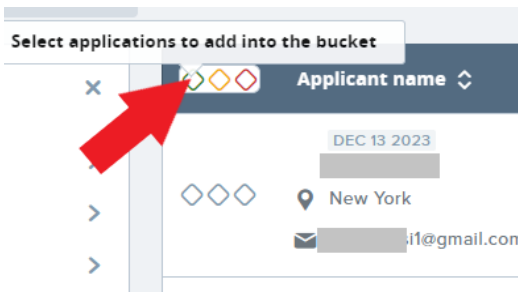
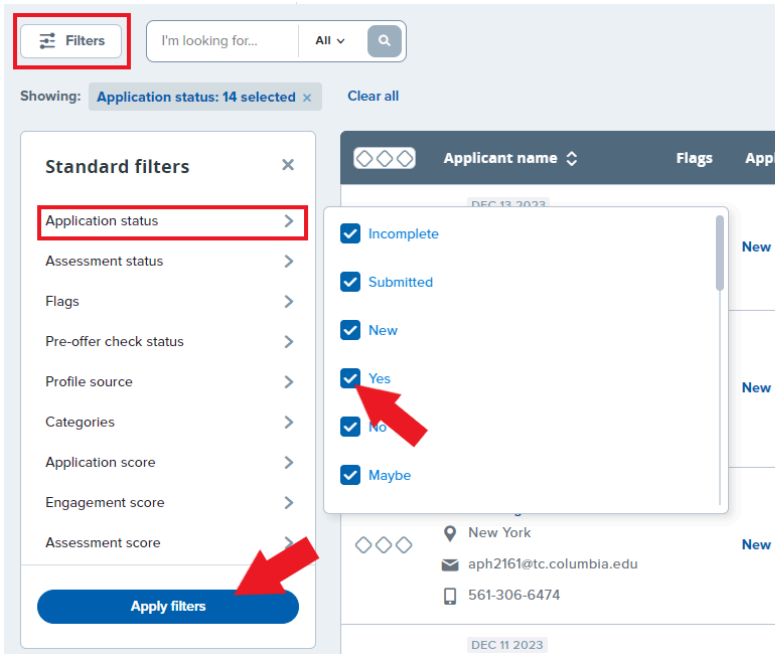
Click the check box next to each applicant who will not receive an offer.



STEP 4b: Bulk Update

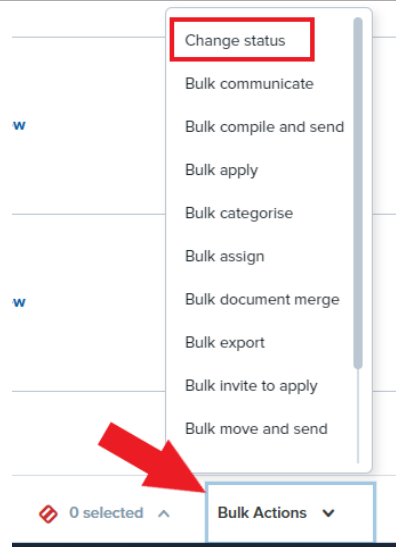
If you have many applicants to update, you can utilize the filters to narrow the list. Click the boxes to deselect the statuses of offerees.

Once filtered, click the check box at the very top to select all applicants.



STEP 4b:

Once all the remaining applicants are selected, click the **Bulk Actions** button at the bottom of the page then **Change status**.

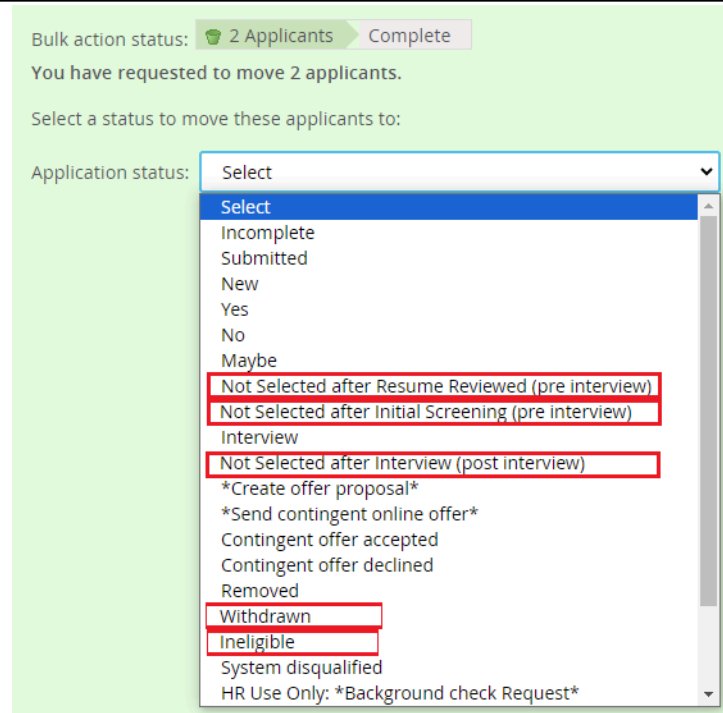


Step 5c: Applicant Communications

In the pop-up window, select a new status for the applicants.

If you are unsure what status to select, confer with your HR Representative.

Once selected, click the **Next** button.



Step 5d: Prepare a communication


A communication template may already fill in the email section (see the lower arrow in the screenshot to the right). If not, select a different template from the Communication template dropdown.

Next, select a **Reason for Non-Selection**. If you are unsure which reason to choose, refer to the list of options on the last page of this document. If you are still unsure, reach out to your HR Representative.

Once satisfied with the notification that will be sent to the applicants, click the **Move now** button.

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Not Selected after Resume Reviewed (pre interview)".
You now have the opportunity to notify these people:

Communication template: -- No template -- 

Email: Applicants: Yes No

From:*

Subject:*


Message: Merge fields

Teachers College
COLUMBIA UNIVERSITY

Dear {FIRSTNAME},

Thank you for taking the time to submit your application for the position of Training Test with Teachers College, Columbia University.

Your application has been processed and assessed in line with the specific requirements for this position, after careful consideration we regret to advise that you have been unsuccessful in this instance.



Not Selected after Resume Reviewed (pre interview) reason

Please indicate the reason for selecting the not selected after resume reviewed (pre interview) status:*

*

STEP 3:

Return to the requisition and click the *Close Job* button again (repeat steps 1 & 2). You will be prompted to select a new status.

From the drop down menu select **"Filled"** or **"Cancelled"**, then enter the appropriate date.

If the status will be Filled, enter the new employee's Start Date.

If cancelled, you can enter today's date.

Close job

Instep Assistant (English).

Select a status to move the job into:*

Applicants remaining in current statuses: 1. Manage applications

Any empty positions will be cancelled

Position no	Type
T00040	New

Reason for cancelling position:*

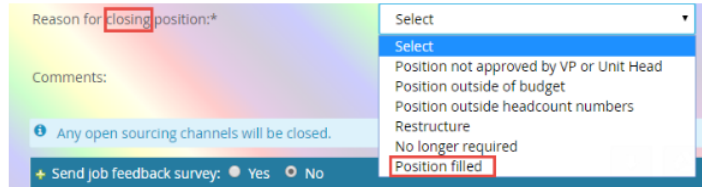
Select Filled

STEP 6: Select a reason for closing

If the requisition's status is to be updated to **Filled**, select **Position Filled**

If the requisition's status will be **Cancelled**, select the most appropriate reason.

Click Save



Reason for closing position:*

Comments:

Any open sourcing channels will be closed.

Send job feedback survey: Yes No

Select

- Select
- Position not approved by VP or Unit Head
- Position outside of budget
- Position outside headcount numbers
- Restructure
- No longer required
- Position filled

Reasons for Non Selection

Reason	Use When:
Position Cancelled and/or Filled Internally	The position is filled by a TC employee or is not filled at all.
Withdrew for Not Completing and/or Cooperating in Recruitment Process	An application is incomplete or when a candidate could not be reached for an interview
Does not meet Advertised/Posted Minimum Qualifications	it is determined that the candidate does not meet the posted minimum qualifications. This can be done at any stage of the process, but typically determined at the pre-interview stage.
Meets Minimum Qualifications, but Does Not Meet Preferred Qualifications	it is determined that the candidate meets the posted minimum qualifications, but not the posted preferred qualifications. This can be done at any stage of the process.
Meets Preferred Qualifications, but Finalist is a Better fit	it is determined that the candidate meets all of the posted qualifications but was not the selectee. This can only be determined after the selectee has been identified.
No Offer and/or Office Rescinded due to Results for Background Check or Other Screening	References result in the candidate no longer being considered or when an offer has been rescinded due to background check. Background checks are only conducted after a "contingent offer" is initially made. Reference checks are made before an offer is made
Screening and/or Interview revealed Insufficient Experience or Skills	After phone or in-person interview
Screening and/or Interview revealed a Lack of Interest or Poor Communication Skills	After phone or in-person interview
Withdrew due to Dissatisfaction with Terms of Employment	After the candidate is interviewed in phone or in person and informs the interviewer that they are no longer interested in the position
Not Hired (<u>only to be used for pooled positions</u>)	A candidate is not selected for a "pooled" budgeted position, such as a student employee, part-time instructor or adjunct faculty position
Qualifications Not Considered due to Data Management Techniques	This is legally permissible but not normally employed at Teachers College. This is only to be used if it is decided, before the screening begins, that a certain number (or percentage) of applicants will not be viewed due to the large number of applications anticipated and/or received. In this approach, the specific applications are viewed based on a defined criteria (e.g., the first 50 applications or specific resumes in a sequence such as every fifth application).