### Overview
At each step in the hiring process, you will need to assign candidates an HR status or release them from consideration.

### Resume Review
Candidates that have not yet been reviewed will have a default status of **O-Pending Review**
- Review each candidate’s resume to screen for Basic Qualifications as listed in the job posting (education, experience and skills).
- Candidates who do not meet the Basic Qualifications **cannot** be considered for the position. Update the HR status to **Declined-Resume Review**
  - Choose the Disposition reason **“Basic Qualifications Not Met”**
- Update the status of qualified candidates to **Resume Review**. Click **update and add next then Manager Review**.
- If declining the candidate, update their HR status to **Declined-Resume Review**
  - Choose the Disposition reason that most closely reflects why the applicant was declined
  - Candidate receives an automated decline notification from ASPIRE

### Manager Review
- If the manager chooses not to interview a candidate, mark as **Declined-Manager Review**
  - Choose the Disposition reason that most closely reflects why the applicant was declined
  - Candidate receives an automated decline notification from ASPIRE

### Phone Screen/Interview
- As you phone screen candidates, update their HR Status to **Phone Screen**
- If you choose to release a candidate at this stage, update their status to **Declined-Phone Screen**
  - Choose the Disposition reason that most closely reflects why the applicant was declined
- **Note**: Candidates declined at Phone Screen status **will not be sent an automated decline notification**.
- You must notify the candidate declined at Phone Screen status by personal phone call, email, or email template via **Send Communications** function in ASPIRE
- Candidates invited for interviews should have their HR status updated to **First Interview**
- Candidates released after first interview should be marked as **Declined – 1st Interview**
  - Choose the Disposition reason that most closely reflects why the applicant was declined
  - Personally contact candidates not selected
- Candidates invited in for a 2nd interview should be considered Finalists and marked as **Additional Interview**
- Candidates released should be marked as **Declined – Additional Interview**
  - The appropriate Disposition reason should be
    - **Finalists- Not Best Qualified**
    - Personally contact candidates not selected
- Departments are encouraged to decline candidates who are no longer being considered, as they move through the process, to ensure a positive candidate experience and timely communication.

### Reference Check
- When you are ready to call the candidate’s references, update the status to **Reference Check/Finalist**

### Pre-Employment Screening
- Once the candidate’s references are complete and a conditional offer has been made, update the status to **Conditional Offer** and contact FAS Recruitment Services to initiate a background screening if required.
- Background screening requests should include the requisition number, candidate name, email and type of screening. Requests should be emailed to: recruitment@fas.harvard.edu

### Offer Letter
- Upon the completion of the background screening you will be notified via email and sent an offer letter request form.
- Complete the form and return to: recruitment@fas.harvard.edu
- All formal offer letters are emailed to the candidate, Hiring Manager/DA, and your HR Consultant. FAS Recruitment Services will notify you when a written acceptance of your offer has been received

### Closing the Requisition
- FAS Recruitment Services will update the HR Status of your finalist, to “hired”, once your candidate has formally accepted the offer.
- Department Administrators are responsible for declining the remaining candidates promptly. The req **cannot be closed** until all candidates are marked as declined with an accurate disposition reason. Please notify recruitment@fas.harvard.edu once this has been completed or if you would like assistance.