<table>
<thead>
<tr>
<th>Overview</th>
<th>Phone Screen/Interview</th>
<th>Reference Check</th>
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</table>
| At each step in the hiring process, you will need to assign candidates an HR status or release them from consideration. | - 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  
  o 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  
  o Choose the Disposition reason that most closely reflects why the applicant was declined  
  o 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  
  o The appropriate Disposition reason should be  
  - Finalist- Not Best Qualified  
  - Personally contact candidates not selected  
- Departments are encouraged to decline candidates who are no longer considered, as they move through the process, to ensure a positive candidate experience and timely communication. | - When you are ready to call the candidate’s references, update the status to Reference Check/Finalist |
| Resume Review | | Pre-Employment Screening |
| Candidates that have not yet been reviewed will have a default status of O-Pending Review | | - 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 |
| - 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 Basic Qualifications Not Met  
  o 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  
  o Choose the Disposition reason that most closely reflects why the applicant was declined  
  o Candidate receives an automated decline notification from ASPIRE | | - Background screening requests should include the requisition number, candidate name, email and type of screening. Requests should be emailed to: recruitment@fas.harvard.edu |
| Manager Review | | Offer Letter |
| - If the manager chooses not to interview a candidate, mark as Declined-Manager Review  
  o Choose the Disposition reason that most closely reflects why the applicant was declined  
  o Candidate receives an automated decline notification from ASPIRE | | - 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 |
|          | | 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 |