People and Money system
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School or Department Admin - How to Hire an External Candidate
School or Department Admin
Estimated time to complete: 2 minutes

Once a job offer is accepted by an external candidate recruited in the system they need to be manually moved to HR for processing. For internal candidates, the offer acceptance automatically moves the candidate for HR processing.

In Brief...

This is a simple overview of the process.

1. From the Home page, choose My Client Groups, then Hiring

2. Click the Applications link for the appropriate requisition to view candidates

3. Click the ellipsis ⋮ next to the appropriate external candidate

4. Select Move to HR

5. Click Yes in the warning box which appears

For detailed guidance, see the next section.
1. From the Home page, choose **My Client Groups** then **Hiring**

2. Click the **Applications** link for the appropriate requisition to view candidates

3. Click the ellipsis next to the appropriate external candidate
The candidate’s status should be Offer, Accepted

4. Select **Move to HR**

5. Click **Yes** in the warning box which appears
An error message will appear if there is not enough vacant FTE available for the position. If this happens, follow the guide to **request a position change**.

This process takes some time and no confirmation will appear on screen when it is complete. The candidate record will no longer be visible in the applications screen.

The external candidate moves to HR for processing as a pending worker.

Please refer to the glossary