THE UNIVERSITY of EDINBURGH

People and Money system

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

School or Department Admin- How to Hire an External Candidate

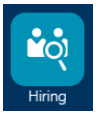
School or Department Admin

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**

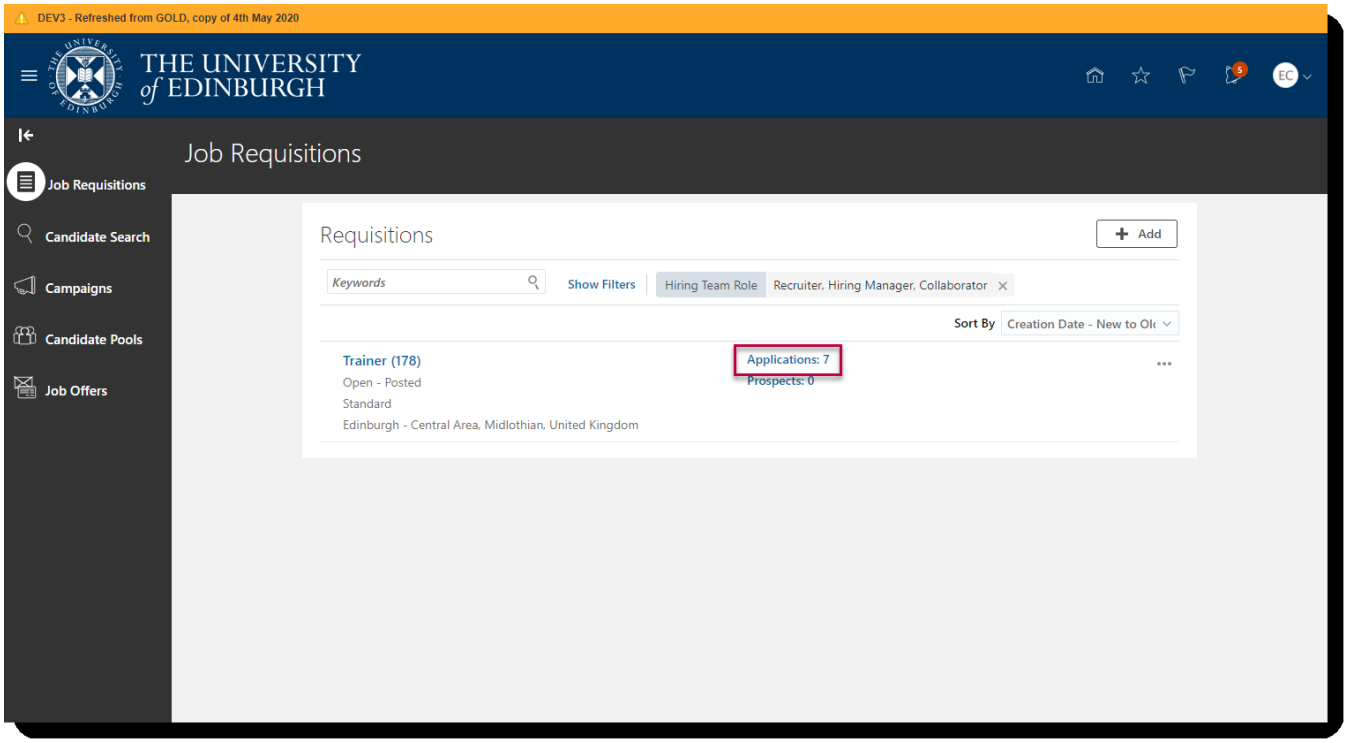
in the warning box which appears

For detailed guidance, see the next section.

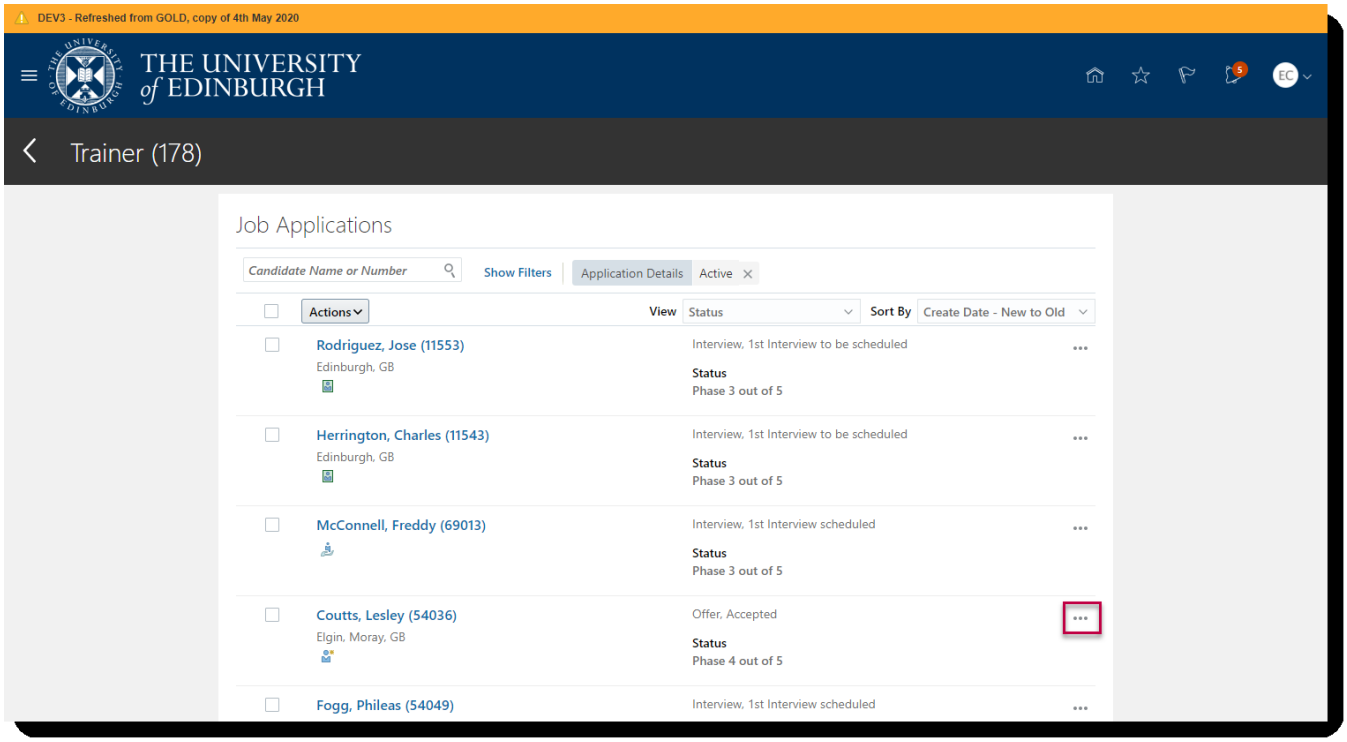
In Detail…

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

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

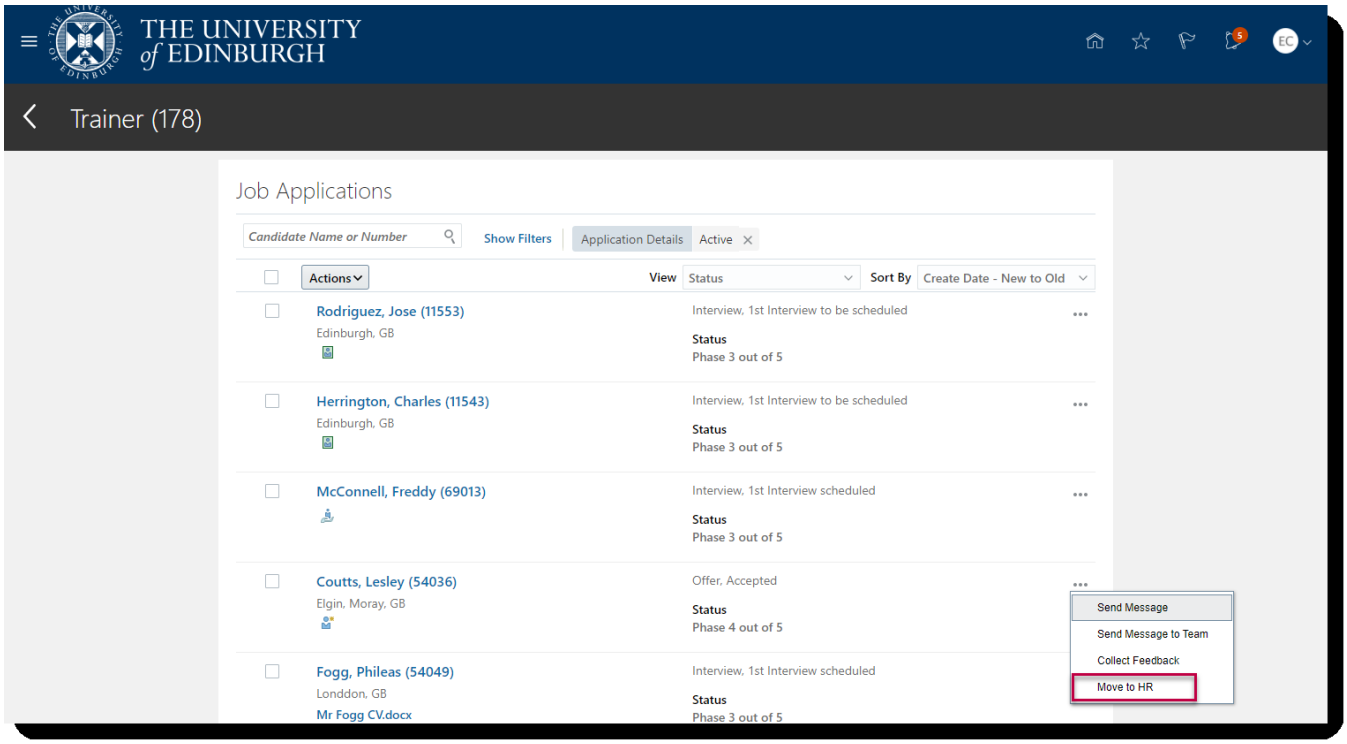


3. Click the ellipsis next to the appropriate external candidate

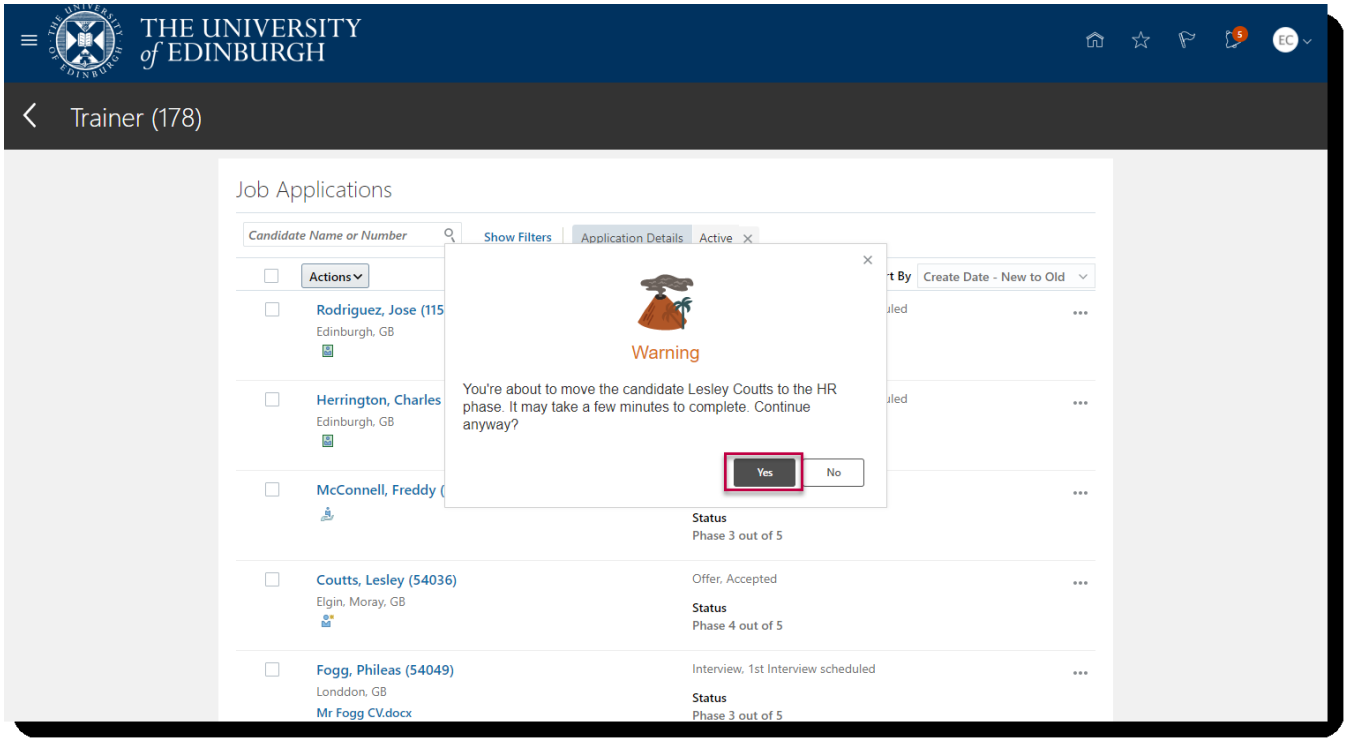


The candidate's status should be Offer, Accepted

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.

Glossary

Please refer to the glossary