

How to Remove Someone from Manage Hires

Contents

- Removal from Manage Hires 1
- Updating Offer Information and Sending Back through Manage Hires..... 3

Removal from Manage Hires

- Go to the **Manage Hires** page (**Navigation:** Workforce Administration > Personal Information > Manage Hires).
- Confirm that the applicant you want to withdraw is still listed on the **Manage Hires** page.
 - Make sure the search parameters match when the applicant was supposed to start the job.
- Go to **Nav Bar > State of Wisconsin (STAR) > Recruiting > Manage Hires Maintenance**



Manage Hire Maintenance

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Job Opening ID =

Applicant ID =

First Name begins with

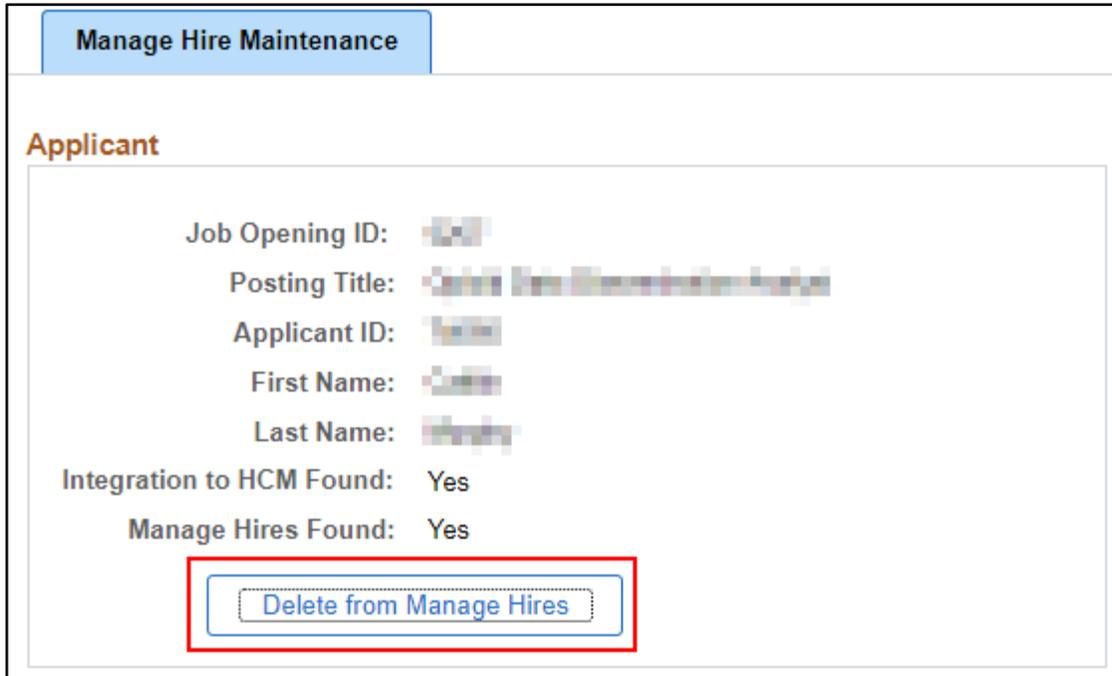
Last Name begins with

Case Sensitive

Limit the number of results to (up to 300):

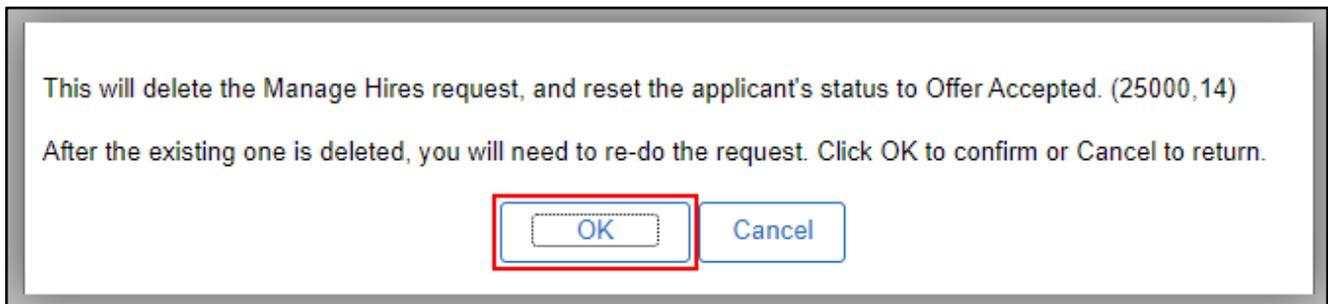
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. Search for the person based on one of the parameters. If you enter the Job Opening ID, it will only bring back people who are Hired or Ready to Hire on the Job Opening.
5. You should see a screen like this
 - a. If you come to this screen and the button is not available for selection, there is something wrong with the Integration Broker. Create a ticket to clear the error.



The screenshot shows a web interface titled "Manage Hire Maintenance". Under the heading "Applicant", there is a list of fields: "Job Opening ID:", "Posting Title:", "Applicant ID:", "First Name:", and "Last Name:". Below these are two status indicators: "Integration to HCM Found: Yes" and "Manage Hires Found: Yes". At the bottom of the form, a button labeled "Delete from Manage Hires" is highlighted with a red rectangular box.

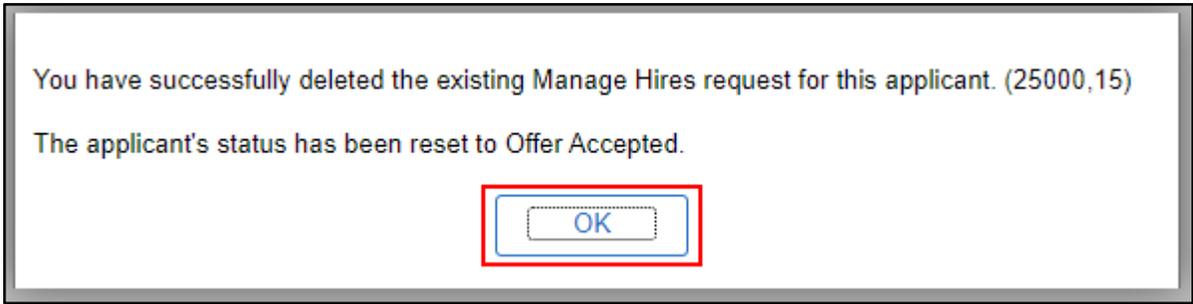
6. The following will display. Click **OK**.



This will delete the Manage Hires request, and reset the applicant's status to Offer Accepted. (25000,14)
After the existing one is deleted, you will need to re-do the request. Click OK to confirm or Cancel to return.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

7. The following will display. Click **OK**.

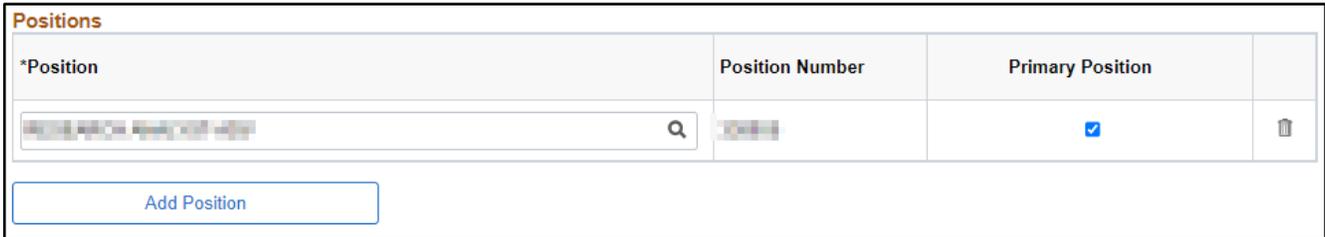


8. The applicant will be removed from Integration Broker and the Manage Hires page.
9. The disposition for the applicant on this particular job opening will automatically be changed to Offer Accepted so you can now correct the errors and re-process the Offer, Prepare for Hire, and Manage Hires.

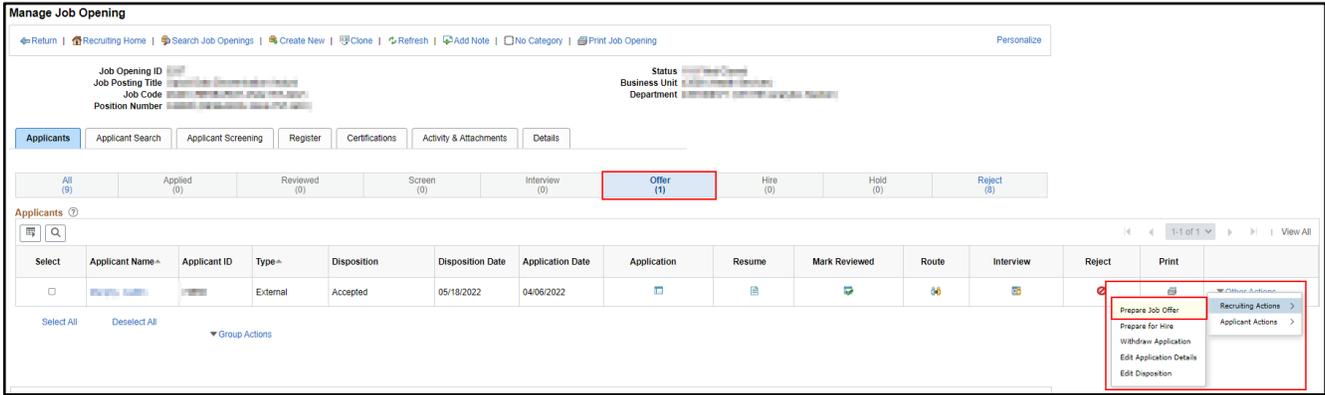
Updating Offer Information and Sending Back through Manage Hires

Once all steps are complete in the previous section, do the following:

1. If the position needs to be added/updated - go to the Opening Details page of the job opening and confirm the position that should be attached to the hire is on the Job Opening. If it's not, add it (do not check the box next to primary position when you add it).



2. Go to the Applicants tab of the Job Opening. The applicant should be under the Offer tab.
3. Go to **Other Actions > Recruiting Actions > Prepare Job Offer**.



- a. Since there is already an accepted job offer, click **Edit Offer**.

Prepare Job Offer

[Return](#) | [Recruiting Home](#)

[Personalize](#)

Posting Title: [\[Redacted\]](#)
Job Opening Status: [\[Redacted\]](#)
Job Title: [\[Redacted\]](#)
Applicant Name: [\[Redacted\]](#)

Job Opening ID: [\[Redacted\]](#)
Business Unit: [\[Redacted\]](#)
Position Number: [\[Redacted\]](#)
Applicant ID: [\[Redacted\]](#)

Offer Details

Search | 1 of 1 | View All

Job Opening: [\[Redacted\]](#)
Position Number: [\[Redacted\]](#)
Job Code: [\[Redacted\]](#)
Hiring Manager: [\[Redacted\]](#)
Recruiter: [\[Redacted\]](#)
Status: 020 Accept
Reason: More Adv Edu and/or Training
Created By: [\[Redacted\]](#)

Business Unit: [\[Redacted\]](#)
Offer Date: 05/12/2022
Start Date: 07/05/2022
Offer Expiration Date: 06/11/2022
Applicant Type: External Applicant
Registered Online: Yes
Preferred Contact: Not Specified
 Notify Applicant

- Save as Draft
- Submit
- Post
- Unpost
- Add Revised Offer
- Delete Offer
- Edit Offer**

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency	
Base Pay	37.50	Cash	USD	Hourly	

Offer Letter

Letter | Date Printed

[Generate Letter](#) | [Upload Letter](#) | [Email Applicant](#)

Recommended Salary Range

Comments

Search | 1 of 1 | View All

Added By
Last Updated By

Offer Attachments

No attachments have been added to this offer.

- [Add Applicant Attachment](#)
- [Add Organizational Attachment](#)

4. Update the offer as needed. Click **Submit**.

Prepare Job Offer

Return | Recruiting Home Personalize

Posting Title: [redacted] Job Opening ID: [redacted]
Job Opening Status: [redacted] Business Unit: [redacted]
Job Title: [redacted] Position Number: [redacted]
Applicant Name: [redacted] Applicant ID: [redacted]

Offer Details

Job Opening: [redacted] Business Unit: [redacted]
Position Number: [redacted] Offer Date: 05/12/2022
Job Code: [redacted] Start Date: 07/05/2022
Hiring Manager: [redacted] *Offer Expiration Date: 06/11/2022
Recruiter: [redacted] Applicant Type: External Applicant
*Status: 020 Accept Registered Online: Yes
Reason: More Adv Edu and/or Trai Preferred Contact: Not Specified
Created By: [redacted] Notify Applicant:

Save as Draft
Submit
Post
Unpost
Add Revised Offer
Delete Offer
Edit Offer

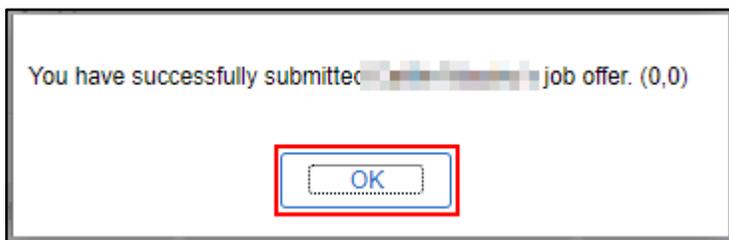
*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Pay	37.50	Cash	USD	Hourly

Add Offer Component

Offer Letter

Letter: [redacted] Date Printed: [redacted]
Generate Letter Upload Letter Email Applicant

5. The following will display. Click **OK**.



6. Click **Return** at either the top or bottom of the page.

7. You will now push the applicant to Manage Hires again. Go to **Other Actions > Recruiting Actions > Prepare for Hire**.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening Personalize

Job Opening ID: [redacted] Status: [redacted]
Job Posting Title: [redacted] Business Unit: [redacted]
Job Code: [redacted] Department: [redacted]
Position Number: [redacted]

Applicants | Applicant Search | Applicant Screening | Register | Certifications | Activity & Attachments | Details

All (9)	Applied (0)	Reviewed (0)	Screen (0)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (0)
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Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Date	Application Date	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	[redacted]	[redacted]	External	Accepted	05/18/2022	04/06/2022	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Select All Deselect All Group Actions

Recruiting Actions >
Prepare for Hire
Applicant Actions >

- a. Enter the **Type of Hire** and **Verify the Empl ID**
- b. Click **Submit Request to HR**

Prepare for Hire

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID
Applicant Name
Current Disposition 071 Offer Accepted
Disposition Date 05/18/2022
Applicant Type External - New
Application Date 04/06/2022

Job Opening ID
Job Opening Type Standard Requisition
Business Unit
Department
Position Number
Job Code

*Type of Hire
*Start Date 07/05/2022
Contract Number
Employee ID
Employee ID Verified No [Verify Employee ID](#)
 Send Offer Letter to HR
Hire Comments

Submit Request To HR Cancel

8. The following will display. Click **OK**.

You have successfully submitted this request. (18175,1019)

OK

9. The applicant will now be on the Hire tab and in Manage Hires.