Understanding Hiring Applicants

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | After an applicant’s status is set to Offer Accepted, you can complete the Prepare For Hire process.  
      As you enter hiring information, the system transfers job opening data into many of the fields. If the applicant is not linked to a job code or position, you must enter one at this time.  
      When you submit the Prepare for Hire request, a notification is sent to the human resources administrator and the applicant is added to the PeopleSoft Human Resources Manage Hire page.  
      The human resources administrator hires the applicant into the HR system. |
| 2.   | When the applicant is hired, the human resources system:  
      • Sends a notification to the recruiting administrator.  
      • Changes the applicant’s status to Hired.  
      • Decreases the job opening count by one.  
      • Changes the job opening status to Closed, if this is the last opening filled. |
| 3.   | This concludes the Understanding Hiring Applicants topic. **End of Procedure.** |