Submitting Final Recruitment Report
Hiring Official, Director, and AA Officer Users

Purpose: To post results of interviews and make final selection(s) of candidate.

Timeline: The Final Recruitment Report can be submitted any time after the interviews are completed and prior to making a verbal and/or written employment offer.

Procedure:
1. Interviews are set and conducted in county office.
2. Interviewed Applicant Statuses are changed to Interviewed.
3. Hiring Official and Guest User(s) select a First Choice Candidate Selected for Offer.
   a. To change one applicant status,
      i. Click Change Status under the Status column.
      ii. Click on the drop down arrow in the Status column.
      iii. Select a Final Report Status (refer to 4.4.1 Applicant Status Options for complete list). There are additional options to choose from, but these are the only available for this stage of recruitment.
      iv. Leave the NC State Status as NCSU. This is an option that campus SPA is using. We will not be using this option.
      v. If you chose Not Best Qualified, you will need to click on the Reason column drop down arrow and select a reason (refer to 4.5 NCCE NBQ Reasons for complete list). This option is not available for any other status.
      vi. Click on Continue to Confirm Page.
      vii. Click on Save Status Changes.
      viii. Click on View Posting Summary. Select NCCE: Submit Interim Report for Director Approval (Open to Applicants) if the position status is open or NCCE: Submit Interim Report for Director Approval (Closed to Applicants) if the position status is closed.
   b. To change multiple applicants statuses,
      i. Check the box in the All/None column for the applicants that you would like to change and click on the CHANGE MULTIPLE APPLICANT STATUSES button.
      ii. Use the top gray box: Change For All Applicants.
      iii. Click on the drop down arrow in the Status column.
      iv. Select a Final Report Status (refer to 4.4.1 Applicant Status Options for complete list). There are additional options to choose from, but these are the only three available for this stage of recruitment.
v. Leave the NC State Status as NCSU. This is an option that campus SPA is using. We will not be using this option.

vi. If you chose Not Best Qualified, you will need to click on the Reason column drop down arrow and select a reason (refer to 4.5 NCCE NBQ Reasons for complete list). This option is not available for any other status.

vii. Click on Continue to Confirm Page.

viii. Click on Save Status Changes.

ix. Click on View Posting Summary.

x. Select NCCE: Submit Interim Report for Director Approval (Open to Applicants) if the position status is open or NCCE: Submit Interim Report for Director Approval (Closed to Applicants) if the position status is closed.

xi. Click Continue.

xii. Click Confirm.

5. Hiring Official completes Hiring Proposal Tab (if closed to applicants) and Equivalency Ratio Tab, and submits Final Recruitment Report to Director. System generates email to notify Director of report.

6. Director reviews Hiring Proposal Tab (if closed to applicants) and Equivalency Ratio Tab and
   a. Submits Final Recruitment Report to AA Officer. System generates email to notify AA Officer of report approval.
   b. Requests more information if information is questionable. Depending on response, follow step a or c.
   c. Denies if information is missing or incomplete. Return to step 4. System generates email to notify Hiring Official of report denial.

7. AA Officer reviews Final Recruitment Report and
   a. Approves if report meets all EEO/AA requirements. System generates email to notify Hiring Official and HR of report approval.
   b. Requests more information if report is questionable. Depending on response, follow step a or c.