

Hireserve Training Tip

How to Progress a Candidate to Recommend for Hire

HMP Version 2.0 – October, 2021

1. Log in to [Hireserve Recruitment](#). Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. Click on **View candidates** of Job.
3. Check the box for the candidate(s) being progressed to Recommend for Hire.
4. Click on **Options** > Progress > **T099 - Recommend for Hire**
5. A **Warning** will pop up confirming you want to update the selected candidates' Status to **T099-Recommend for Hire**, select **OK**.
6. Select the **Target Start Date**. A minimum of 10 business days is required from the date of recommendation for Regular positions and 5 business days for temporary positions.
7. Use the drop-down box beside **Default email to send** and select **E75 – Recommendation for Hire**.
8. Use **CC** to send a copy of the email to yourself, support staff or Senior Administrator, if required. Click **Preview email** to review, then click **Continue**.
9. This generates an email to Recruitment and initiates the offer letter process. **Candidate status** will change to **T099-Recommend for Hire**.