

**SUMMARY**

The candidate experience and the communication they receive throughout the recruiting process is of the utmost importance. As we represent our departments and Louisiana State University during this process, we contribute to the overall perception of LSU as an employer and as a respectable institution. When we provide a candidate with a great candidate experience, we are positively impacting the overall mission and recruitment strategy of Louisiana State University. HRM has customized recruiting notifications to candidates to optimize our communication efforts. These automated messages inform candidates in Workday when they have not been selected to move forward and are tailored based on specific reasons to provide feedback to the candidate. As you read on, you will find both a brief overview of the recruitment process as well as a detailed review of the steps and reason codes for each stage.

**RECRUITMENT PROCESS OVERVIEW:**

**STEP 1: CANDIDATE APPLIES:** Candidate applies to a requisition on the LSU Workday Career Site.

**STEP 2: REVIEW STAGE (RESEARCH BASED POSITION ONLY):** Candidates who fall under the stipulations of [RS 17:1826](#) and those who do not complete their Date of Birth Task will be held in this stage until the application and/or this step is completed or manually uploaded by **HRM**.

**STEP 3: ASSESSMENT STAGE (CLASSIFIED ONLY):** **Talent Acquisition Specialists** screens Classified candidates and move qualified candidates forward for Hiring Manager Review (Step 4).

**STEP 4: MANAGER REVIEW:** **Hiring Managers** will receive candidates in their inbox as they apply, except for Classified positions.

**STEP 5: INTERVIEW:** **Hiring Managers** enter Interview Rating or Decline candidates in this step.

**STEP 6: REFERENCE CHECK:** **Hiring Managers** enter the Reference Check result in Workday after conducting all reference checks for the candidate.

**STEP 7: OFFER:** Offer details are entered by the **HR Analyst** in Workday AFTER the offer is approved by **HRM**.

**STEP 8: BACKGROUND CHECK:** Preemployment Screenings (i.e., Background Check) are initiated by **Talent Acquisition Partner**.

**STEP 9: READY FOR HIRE:** This is the final phase of the recruitment portion of Workday.



## RECRUITMENT PROCESS DETAILS:

Below is a comprehensive guide to the recruitment process and articulates the duties of each respective party. You will also find the reason codes and the stages in which they appear as an option to you as the hiring manager and the email text automatically sent from the Workday system to the candidate's self-provided email address once you select the disposition reason. When a **Hiring Manager** determines the reason for declining a candidate from the recruitment pool and selects the appropriate disposition reason, it provides the **Talent Acquisition Team** with data that can help impact decisions made to better recruit for difficult to fill positions. For example, if a position has candidates that are repeating declining due to salary expectations, the Talent Acquisition Specialist and the Compensation partner could review the data and determine if a salary adjustment needs to be made on the position advertised. The candidate experience and impactful data will provide Louisiana State University and your department with the best opportunity to hire the best qualified candidate for your position in an efficient and positive way.

### STEP 1: CANDIDATE APPLIES

Candidate applies to a requisition on the LSU Workday Career Site. If the position has any research job duties involved, the candidate's application will proceed to Step 2: Review Stage. If the position is a Classified position, the candidate's application will proceed to Step 3: Assessment Stage. If the position is not research based or Classified, the candidate's application will proceed to Step 4: Manager Review Stage.

### STEP 2: REVIEW STAGE (RESEARCH BASED POSITION ONLY)

Once a candidate has completed their application and attached all documents listed in [RS 17:1826](#), also known as the Higher Education Foreign Security Act of 2022, the candidate's application will route to the Review step of the requisition for the **Talent Acquisition Specialist** to confirm all required documentation was uploaded before moving the candidate's application forward to the Manager Review step (Step 4). Candidates who require documentation per RS 17:1826 questionnaire will be held in this stage until application is completed. Additionally, candidates who do not complete their Date of Birth Task will be held in Review until this step is completed or manually uploaded by **HRM**.

### STEP 3: ASSESSMENT STAGE (CLASSIFIED POSITIONS ONLY)

The **Talent Acquisition Specialist** screens Classified candidates and moves only qualified candidates forward for Hiring Manager Review (Step 4) per State Civil Service policies. Candidates are not visible to hiring managers and **HR Analysts** in the Assessment stage. The hiring manager will receive access to review the candidate pool once the classified job posting has closed. The **Talent Acquisition Specialist** then screens the Classified candidate pool and moves qualified candidates forward in Workday. These candidates then route to the Hiring Manager's Workday inbox for review.

All other positions (Academic/Other/Academic/Professional/Transient and WAE) will begin at the screen step.

### STEP 4: MANAGER REVIEW

The **Hiring Manager** will receive candidates in their inbox as the candidates apply in real time as well as a Manager Review task, with the exception of Classified position applicants. The **Talent Acquisition Specialist** reviews Classified applicants at the assessment stage prior to being released to the **Hiring Manager**. The **Hiring Manager** will review the candidates appearing in their inbox by reviewing their attachments, questionnaire results, and the information provided in the work history, education, and certifications/licenses categories. Once the **Hiring Manager** determines they want to interview a candidate they will select the 'Move Forward' option and removes candidates who they are not interested in interviewing via the 'Decline' option.

Candidates who are moved forward to the interview stage are screened by the **Talent Acquisition Specialist** to ensure they meet minimum qualifications and are eligible for hire. Candidates who are declined receive an automated email. The email messages are listed below by their appropriate step.

If the Hiring Manager prefers to send their own personalized response and withhold the automated email, they must contact their respective Talent Acquisition Specialist to request the automated messaging be withheld. Please see section "DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (ONLY TA PARTNER)" to view the options for the **Talent Acquisition Specialist** to disposition candidate out.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Move Forward**  
*No system-automated email sent to candidate.*
- **Decline - Candidate Withdrew**  
Your application has been successfully withdrawn for "Job Requisition" Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline - Applied after offer extended**  
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position has already been offered to another candidate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline - Salary Expectations**  
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, we are unable to meet your salary expectations for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline - Does not meet minimum qualifications – education**  
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum education requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU> Thank you again for your interest in our career opportunities.
- **Decline - Does not meet minimum qualifications – experience**  
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum work experience requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU> Thank you again for your interest in our career opportunities.
- **Decline - Does not meet minimum qualifications – licensure or certification**  
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum licensure and/or certification requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU> Thank you again for your interest in our career opportunities.

o **Decline - Not Willing to Relocate**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position requires a candidate who is willing to relocate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Please note that there is an option to filter by Remote Eligible jobs by selecting Willing to Accept Out of State Candidates. Thank you again for your interest in our career opportunities.

o **Decline - Not Best Qualified Candidate**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. While you were a qualified candidate, we have determined that the credentials of other candidates will better fit our needs at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

o **Decline - Unable to Contact Candidate or Did Not Respond**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

o **Decline - Position canceled (TA Partner Access Only)**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, the department is unable to fill the position at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions in the LSU System. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (TA SPECIALIST ACCESS ONLY):

- o **Declined by department - education**
- o **Declined by department - experience**
- o **Declined by department - licensure or certification**
- o **Declined by department - not best qualified**
- o **Declined by department - Applied after offer extended**

**NEXT STEP: INTERVIEW**

At the interview stage, the **Talent Acquisition Specialist** will receive a task in their inbox to Review Candidate for Duplicates and Pre-Screen Candidate for Hire Eligibility. During this stage of the recruitment process, the Talent Acquisition Specialist qualifies the candidates based on the following information:

- o Whether a candidate meets the minimum qualifications. If a candidate does not meet the minimum qualifications, they cannot move forward in the process. If a department still would like to interview this candidate, the department will have to consult with the **Talent Acquisition Specialist** and **Compensation Partner** to lower the minimum qualifications and repost the position for a minimum of two weeks.
- o Whether a candidate is eligible for rehire or internal transfer. If a candidate is not properly screened for this the impact could cause major confusion and frustration for the candidate and could result in legal repercussions.
- o Whether a candidate is authorized to work in the United States or potentially needs visa sponsorship now or in the future. If a candidate and/or position is not properly screened for sponsorship capabilities, the impact could affect the candidate's current visa status or provide a negative candidate experience the position was offered without being able to authorize the candidate for work.
- o Whether a candidate has ever worked or retired from a Louisiana State Agency. If a candidate is not properly screened for this, the impact could affect a candidate's current retirement and benefits.

- Whether a candidate has ever worked as a contractor for LSU campus or any of their immediate family members currently in a Request For Quote (RFQ), Request for Response (RFR), or Contractor Services Agreement with any LSU Campus. If a candidate is not properly screened for this, then LSU could be in violation of the Code of Ethics.
- Whether a candidate is in or plans to run for an elected position. The Louisiana Code of Ethics stipulates that a public servant cannot be dually employed by the state.
- Whether a candidate has any relatives employed at an LSU Campus and qualifies to work here based on the PS-25: Nepotism Policy. If a candidate is not properly screened for this, the LSU could be in violation of PS-25.
- Whether a candidate has any duplicate accounts within Workday. If a duplicate account is missed during screening, this can cause a delay in the hire process.
- Whether the candidate is at least 18 years old. LSU cannot hire minors at this time.

Once the step is completed by the **Talent Acquisition Specialist**, then the **Hiring Manager** will receive the Interview Rating task in their Workday inbox to submit. The **Hiring Manager** will submit Interview Rating: 'Move Forward – Reference Check' if they want to continue with the candidate or "Decline" if they want disposition the candidate out from the recruiting process. When the **Hiring Manager** clicks the "Decline" option, a list of various reasons will populate. The Hiring Manager will select the best reason code for dispositioning the candidate from the recruitment process. An automatic email response will be sent to the candidate if any of the disposition reason codes outlined below are selected. If the Hiring Manager prefers to send their own personalized response and withhold the automated email, they must contact their respective Talent Acquisition Specialist to request the automated messaging be withheld. **Talent Acquisition Specialist** Please see section "DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (ONLY TA PARTNER)" to view the options for the **Talent Acquisition Specialist** to disposition candidate out.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Move Forward – Reference Check.**  
*No system-automated email sent to candidate.*
- **Decline – Does not meet minimum qualifications – education**  
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum education requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline – Does not meet minimum qualifications – experience**  
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum work experience requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline – Does not meet minimum qualifications - licensure or certification**  
Dear "Legal Full Name", Unfortunately, your qualifications did not meet the minimum licensure and/or certification requirements for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities

○ **Decline – Salary Expectations**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, we are unable to meet your salary expectations for this position. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Interviewed but not offered**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. At this time, the hiring manager has elected to move forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Unable to Contact Candidate or Did Not Respond**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Applied after offer extended**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position has already been offered to another candidate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Not Interviewed - Not best qualified**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. At this time, we have determined that the credentials of other candidates will better fit our needs at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions in the within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

○ **Decline – Not Willing to Relocate**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, this position requires a candidate who is willing to relocate. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Please note that there is an option to filter by Remote Eligible jobs by selecting Willing to Accept Out of State Candidates. Thank you again for your interest in our career opportunities.

○ **Decline – Candidate Withdrew**

Your application has been successfully withdrawn for "Job Requisition" Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

- **Decline - Position canceled (TA Partner Access Only)**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, the department is unable to fill the position at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions in the LSU System. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities

- **Decline – Accepted Another Job**

Your application has been successfully withdrawn for "Job Requisition" Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available within our organization.

DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (TA PARTNER ACCESS ONLY):

- **Accepted Another Job at LSU**
- **Declined by department - Applied after offer extended**
- **Declined by department - Interviewed but not offered**
- **Declined by department - Not interviewed - Not best qualified**

**STEP 6: REFERENCE CHECK**

Once the candidate is moved forward in the Interview step, a Workday task will appear in the **Hiring Manager's** inbox to indicate the findings after completing the reference checks for the candidate. If the outcome of the candidate reference checks are unsatisfactory, please contact the respective **Talent Acquisition Specialist**. The **Hiring Manager** will enter the reference check result via the options outlined below. If your department would like to send their own personalized response and not the automated email, then please select the *Declined by Department* option.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Satisfactory References – Move Forward**

*No system-automated email sent to candidate.*

- **Satisfactory References - Another Candidate Selected**

Dear "Legal Full Name", Thank you for your interest in the (Job Title) position at Louisiana State University. At this time, the hiring manager has elected to move forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at [https://www.lsu.edu/hrm/job\\_seekers/index.php](https://www.lsu.edu/hrm/job_seekers/index.php). Thank you again for your interest in our career opportunities.

- **Decline - Candidate Withdrew**

Your application has been successfully withdrawn for "Job Requisition" Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

- **Decline - Unable to Contact Candidate or Did Not Respond**

Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

- **Declined by department - Satisfactory Reference Check - Not Final Candidate Selected**  
No system-automated email sent to candidate. When a **Hiring Manager** selects this option, they have spoken to the candidate regarding not moving forward and would not like an automated email to be sent to the candidate. Once they have submitted the task in Workday, a task will be sent to the **Talent Acquisition Specialist** to disposition the candidate out with this reason code.
- **Decline - Position canceled (TA Partner Access Only)**  
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, the department is unable to fill the position at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions in the LSU System. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities
- **Decline - Unfavorable Reference Check Results**  
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After careful consideration, we have decided to proceed forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

#### STEP 7: OFFER

Once a final candidate is selected, the **Hiring Manager or HR Analyst** will submit a drafted offer letter to their respective **Talent Acquisition Specialist** and **Compensation Consultant** for review and approval. Once the offer letter is approved by both the Talent Acquisition Specialist and the Compensation Consultant, then the offer letter may be extended to the candidate. Please note, no offer of employment, verbal or written, may be extended to a candidate without HRM approval. The Workday Offer task will appear in the **HR Analyst's** inbox to input the offer details once the candidate has accepted and signed the approved offer letter. It is imperative the details outlined in the approved offer letter match the information that is inputted in the Offer step. The offer step will then route to the respective **Talent Acquisition Specialist** for review and approval. If there are any inconsistencies with the signed offer letter and the offer step in Workday, the **Talent Acquisition Specialist** will route the Offer back to the HR Analyst for correction (i.e., if the compensation amount on the offer step in Workday does not match the approved compensation in the offer letter). Please see the Offer Step Job Aid that is currently available on the HRM website.

If the candidate declines the job offer, it is essential the accurate reason is submitted via Workday (i.e., salary expectations, work location, accepted another job). The **Hiring Manager** must convey the reason to the departmental **HR Analyst** when a candidate declines an offer or withdraws anytime throughout the recruiting process. **HR Analysts** will be able to decline a candidate by navigating to the requisition's candidate tab. The HR Analyst will select the check box next to the candidate's name and then select the "Decline" button located at the bottom left of the candidate grid. A list of various reasons will populate, and the **HR Analyst** will select the best reason to explain why the candidate declined the offer. An automatic email message will be sent to the candidate if any of the options outlined below are selected. If the Hiring Manager prefers to send their own personalized response and withhold the automated email, they must contact their respective **Talent Acquisition Specialist** to request the automated messaging be withheld.

Please see section "DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (ONLY TA PARTNER)" to view the options for the **Talent Acquisition Specialist** to disposition candidate out.



DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Decline - Candidate Withdrew**  
Your application has been successfully withdrawn for "Job Requisition" Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
  
- **Decline - Unable to Contact Candidate or Did Not Respond**  
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. After unsuccessful attempts to contact you regarding this opportunity, we have decided to move forward with other candidates. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
  
- **Decline - Position canceled (TA Partner and HRA Access Only)**  
Dear "Legal Full Name", Thank you for your interest in the "Job Posting Title" position at Louisiana State University. Unfortunately, the department is unable to fill the position at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions in the LSU System. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

DISPOSITION REASONS WITHOUT AN AUTOMATED EMAIL (TA PARTNER AND HRA ACCESS ONLY):

- **Decline - Accepted Another Job at LSU**
- **Decline - Accepted Job Outside of LSU**
- **Decline - No Reason Given**
- **Decline - Salary Expectations**
- **Decline - Work Schedule**
- **Decline - Not Willing to Relocate**
- **Decline - Hired - Waiver Approved for Second Position**

**STEP 8: BACKGROUND CHECK**

The background check and applicable pre-employment screenings are initiated by **Talent Acquisition Specialist** at this stage. Once results are received, **Talent Acquisition Specialist** will send the results to the **HR Analyst** in an email and then move the candidate forward to Ready for Hire.

**STEP 9: READY FOR HIRE**

Once the Hire is initiated by the **HR Analyst** in Workday, it will route to the Academic Partner (if applicable), Payroll Administrator, Compensation Finance Partner, HR Department Head, and then to the **Talent Acquisition Specialist** for final review and approval. If there are any inconsistencies with the required documents attached to the hire and the various fields mentioned above in Workday, the **Talent Acquisition Specialist** will send back the hire task and inform the **HR Analyst** of the reason for the send back. Note: if the compensation does not match the signed offer letter, then the **Talent Acquisition Specialist** will need to perform the actions "Undo Move from Hire" and "Renegotiate the Offer" so the **HR Analyst** can correct the compensation before moving the candidate back to "Ready for Hire".

Once these steps are completed, the candidate will then begin the Onboarding process within Workday. They will be integrate into Workday as a new LSU employee and the Onboarding process will be initiated. The new employee will have onboarding tasks to complete located in their Workday inbox. Please see the Hire Step Job Aid that is currently available on the HRM website.

If a search is deemed unsuccessful, please contact your **Talent Acquisition Specialist** regarding options and next steps for reopening the recruitment process.