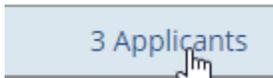# Requesting to Hire

Requesting to Hire

To request to hire an application, please follow these steps:

1. Click on the "Jobs" menu and select "All Jobs".

2. Click on the applicants list next to the posting.

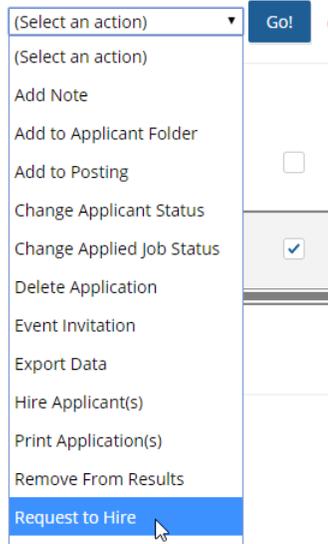3. Select the checkbox next to the candidate you wish to recommend for hire.

4. Select 'Request to Hire' from the action menu, then click 'Go!'.

5. Click the 'Create Request to Hire' button.

6. Complete all of the fields in the form.

7. Click the 'Add' button to add a list of candidates interviewed. Enter the applicant name, date interviewed, and who participated on the interview team. Then click 'Save and Next'.

Interview Log

Applicant Interviewed

Date Interviewed

Interview Team

Cancel   Undo   Save and Next

8. Once you have added the interview log, select 'Submit for approval – Assign to any Salt Lake Human Resource user' in the dropdown, enter your password as your electronic signature, and click 'Submit'.

Submit for Approval - Assign to any 'Salt Lake Human Resource' user ▼ (Help)   Back   Undo

☑ Email "optional test email" : Creator

☑ Update Apply Job Status to ""

Enter password in signature box below to confirm and/or approve the above document

* **Signature (Applicant Tracking Enterprise password):**

Comment:

Submit