Withdraw a Prepare for Hire submission

This job aid explains how to retract a Prepare for Hire submission. This can be done to either correct an error and resubmit, or to cancel the transaction entirely.

This action can be taken BEFORE UCPath Center reviews the transaction OR can be done in the case where UCPC has Rejected/Cancelled the transaction. However, once UCPC has successfully processed the Hire/Rehire/Transfer, you can NOT withdraw the Prepare for Hire.

In this example, we will Withdraw an already submitted Prepare for Hire for a candidate because there was a typo and we need to resubmit it.

Login to UCPath online.

Navigate to Recruiting > Search Job Openings.

Search for the Job Opening that the applicant has applied to and is in “Ready” status.

Scroll to the right and click the Other Actions drop-down for that applicant.

Click Recruiting Actions, then click Withdraw From Hire.

(Note: This Action choice only shows once the Prepare for Hire action has been taken).
A message will pop-up, asking you to confirm. Click **OK** to continue.

On the next page click the **Reason** drop-down menu and select the appropriate choice to explain why you are withdrawing the Hire request. In this example, we have made a typo and will be resubmitting it later with corrected data.

Once the **Reason** is selected, click the **Withdraw** button.

The applicant will now show as **Withdrawn**.
We can now scroll the right and reject this applicant and select **Prepare for Hire** for either another applicant, OR the submit another Prepare for Hire for the same applicant if we are trying to resubmit a correction. In this example, we will submit another **Prepare for Hire** for the same applicant.

Click the **Other Actions** menu, then click **Recruiting Actions**, then click **Prepare for Hire**.

The information previously entered on the Prepare for Hire page will show and any changes can be made.