

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.

Manage Job Opening

Job Opening ID 13361
Job Posting Title Best Job Ever (7398U) #13361
Job Code 007398 (PROJECT POLICY ANL 3)
Position Number 40771598 (PROJECT POLICY ANL 3)

Status 105 Pending Hire
Business Unit BKCMP (UC Berkeley Campus)
Department PHYSI (Physics)

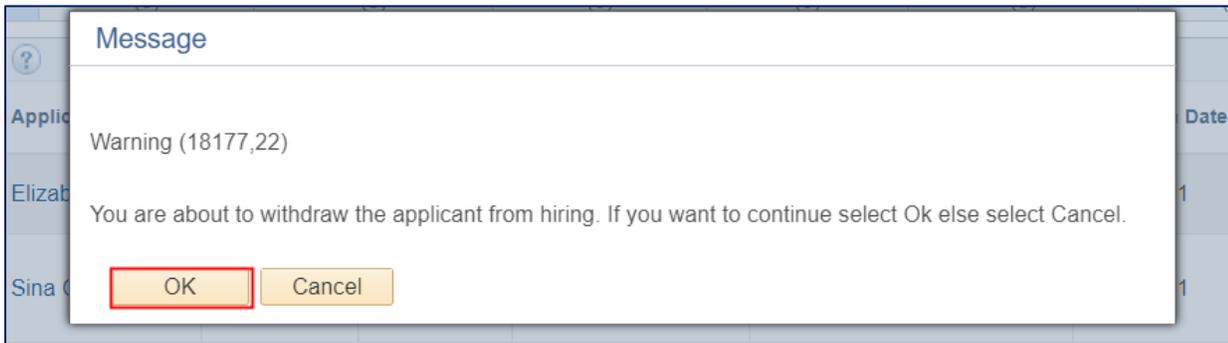
All (13)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (2)	Hold (2)	Reject (9)	UC Work Experience (2)
Applicants										
Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	Application	Resume	Interest	Reject
<input type="checkbox"/>	Elizabeth Mos	31343	External	Ready		04/02/2021			☆☆☆☆X	
<input type="checkbox"/>	Sina Carr	33023	External	Reject	Another Applicant was Hired	03/31/2021			☆☆☆☆X	

Click **Recruiting Actions**, then click **Withdraw From Hire**.

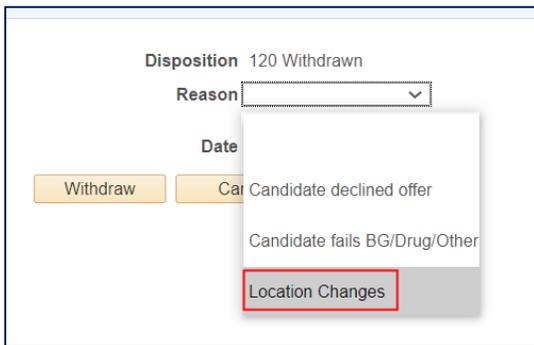
(Note: This Action choice only shows once the **Prepare for Hire** action has been taken).

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	Application	Resume	Interest	Reject
<input type="checkbox"/>	Elizabeth Mos	31343	External	Ready		04/02/2021			☆☆☆☆X	
<input type="checkbox"/>	Sina Carr	3302	External	Reject	Another Applicant was Hired	03/31/2021			☆☆☆☆X	
<input type="checkbox"/>	Kyra Troy	3127	Employee	Hired		03/31/2021			☆☆☆☆X	
<input type="checkbox"/>	Abby Applicant	320552	External	Reject	Lacks minimum requirements	12/14/2020			☆☆☆☆X	
<input type="checkbox"/>	Arturo Applicant	5635	External	Reject	Lacks minimum requirements	12/09/2020			☆☆☆☆X	

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**.

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	Application	Resume	Interest	Reject	Other Actions
<input type="checkbox"/>	Elizabeth Mos	31343	External	Withdrawn	Location Changes	04/02/2021			☆☆☆☆		

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**.

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	Application	Resume	Interest	Reject	
<input type="checkbox"/>	Elizabeth Mos	31343	External	Withdrawn	Location Changes	04/02/2021			☆☆☆☆		Other Actions Recruiting Actions Applicant Actions
<input type="checkbox"/>	Kyra Troyan	3127	Employee	Hired		03/31/2021					Other Actions
<input type="checkbox"/>	Sina Carr	3302	External	Reject	Another Applicant was Hired	03/31/2021					Other Actions
<input type="checkbox"/>	Abby Applicant	320552	External	Reject	Lacks minimum requirements	12/14/2020					Other Actions

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

Prepare For Hire

Earning Distribution

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID 31343

Applicant Name Elizabeth Mos

Current Disposition 120 Withdrawn

Disposition Date 04/20/2021

Applicant Type External - New

Application Date 11/27/2020

Transaction ID

[View Applicant Details](#)

Job Opening ID

Job Opening Type Standard Requisition

Business Unit UC Berkeley Campus

Department Physics

Position Number 40771598

Job Code 007398

Employee Class Staff: Career

Best Job Ever (7398U) #13361

PROJECT POLICY ANL 3

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Classified/Unclassified PSS Ind