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, <u>or</u> 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.

Favorites -	Main Menu 🗸	> Recru	iting 🔻 > Se	arch Job Openings	> Manage Job	Opening							
	-e [.]		All 💌 Search	1		Advanced S	oarch					Hom	e Worklist Ad
Manage .	Job Opening												
Heturn	👍 Return 🕋 Recruiting Home 🖨 Search Job Openings 🗟 Create New 🗐 Clone 🍫 Refresh 📮 Add Note 🚮 Interviews 🗍 No Category 🗐 Print Job Opening Personalize											Personalize	
	Job Opening ID 13361 Status 105 Pending Hire Job Posting Title Best Job Ever (7398U) #13361 Business Unit BKCMP (UC Berkeley Campus) Job Code 007398 (PROJECT POLICY ANL 3) Department PHYSI (Physics) Position Number 40771598 (PROJECT POLICY ANL 3) Department PHYSI (Physics)												
Applicants	Applicant Searc	h Applicant	Screening	Activity & Attachments	Details								
All (13)	Applied (0)	Re	eviewed (0)	Screen (0)	Route (0)	Interview (0)	v Off (0	er)	Hire (2)	Hold (2)	Reje (9)	ct	JC Work Experience (2)
Applicants	?									Personalize	Find View All	2 🔣	First 🕢 1-13 of 13
Select	Applicant Name	Applicant ID	Туре	Disposition	Dispositio	n Reason	Application Date	A	oplication	Resume	Interest	Reject	
	Elizabeth Mos	31343′	External	Ready			04/02/2021				***	0	
	Sina Carr	33023	External	Reject	Another Applic	ant was Hired	03/31/2021				☆☆☆X	0	 Other Actions

Click Recruiting Actions, then click Withdraw From Hire.

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

Applicants	(?)							Personaliz	e Find View All	2	First 🕢 1-13 of 13 🕑 Last
Select	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	Application	Resume	Interest	Reject	
	Elizabeth Mos	31343	External	Ready		04/02/2021			***	0	
	Sina Carr.	3302:	External	Reject	Another Applicant was Hired	03/31/2021			Create Interview Prepare Job Off	w Evaluation er	Applicant Actions
	Kyra Troy	3127	Employee	Hired		03/31/2021			Withdraw from	Hire	- Other Actions
	Abby Applicant	320552	External	Reject	Lacks minimum requirements	12/14/2020			Edit Application	Details	
	Arturo Applicant	5635	External	Reject	Lacks minimum requirements	12/09/2020			Edit Disposition		Other Actions

A message will pop-up, asking you to confirm. Click **OK** to continue.

2	Message	Ì
Applic	Warning (18177,22)	Date
Elizab	You are about to withdraw the applicant from hiring. If you want to continue select Ok else select Cancel.	1
Sina (OK Cancel	1

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.

F	osition Reason	120 Withdrawn
	Date	
Withdraw	Car	Candidate declined offer
		Candidate fails BG/Drug/Other
		Location Changes

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



The applicant will now show as *Withdrawn*.

Applicants 👔 Personalize Find View All 🖉 🧱 Fin										First 🕢 1-13 of 13	
Select	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	Application	Resume	Interest	Reject	
	Elizabeth Mos	31343 .	External	Withdrawn	Location Changes	04/02/2021			****	0	

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.

Applicants	3							Personaliz	e Find View All	2	First 🕢 1-13 of 13 🕟 Last
Select	Applicant Name	Applicant ID	Туре	Disposition	Disposition Reason	Application Date	Application	Resume	Interest	Reject	
	Elizabeth Mos	31343	External	Withdrawn	Location Changes	04/02/2021			***X	0	Other Actions
	Kyra Troyan	3127	Employee	Hired		03/31/2021			Create Interview	v Evaluation	Applicant Actions
	Sina Carr	3302'	External	Reject	Another Applicant was Hired	03/31/2021			Prepare Job Off Prepare for Hire Edit Application	er Details	Other Actions
	Abby Applicant	320552	External	Reject	Lacks minimum requirements	12/14/2020			Edit Disposition		- Other Actions

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.

Prepare For Hire Earning Distribution			
To initiate a hire, rehire, transfer, additional j	b assignment, or to add	a contingent worker assignmer	t, select Submit Request to HR.
Applicant II) 31343	Transaction ID	
Applicant Nam	Elizabeth Mos		
Current Dispositio	120 Withdrawn	View Ap	plicant Details
Disposition Dat	04/20/2021		
Applicant Typ	e External - New		
Application Dat	11/27/2020		
Job Opening I) 13361	Best Job Ever (7398U) #1336	31
Job Opening Typ	e Standard Requisition		
Business Un	t UC Berkeley Campus		
Departmen	t Physics		
Position Number	r 40771598	PROJECT POLICY ANL 3	Classified/Unclassified PSS
Job Cod	e 007398	PROJECT POLICY ANL 3	ind
Employee Clas	s Staff: Career		