

**The Conclusion section** is to be completed after the outcome of the search is known.

Concluding a recruitment indicates that the entire recruitment process is complete, and all hires that will be made have been made. Concluded recruitments are not shown by default, and approvers will not see concluded recruitments in their queue. If a recruitment is concluded by mistake, you can revert its status to reactivate it.

- Ensure that applicant statuses in the Applicants list are updated to a final status, as appropriate, e.g. “Hired,” “Declined Offer,” etc.
  - Enter Employee ID and Appointment start date if applicant status is Hired.

***Conclusion should be entered for all recruitments and in some cases will occur long after the recruitment period***

- For a successful recruitment, it should be completed after all candidates are hired and working on campus.
- For a failed search, it should be completed when it has been determined that no candidates will be proposed for hire, or if no candidates were hired even if some were proposed.
  - Check with your college and/or AP for documentation requirements.
- For a search that ended early or was canceled for some other reason, enter notes and request administrative review to conclude the search.

FINAL Applicants can no longer make changes. [Review applicants.](#) Search plan PDF

SEARCH INFO

- Details
- Diversity
- Advertisements
- Qualifications
- Selection process
- Committee
- Documentation
- Disposition reasons
- Conclusion**

TOOLS

- Activity log
- Delete recruitment

Search info Applicants (44) Reports

### Conclusion

Search outcome [SEARCH REPORT](#) [Edit](#)

When the search is complete, let us know how it went.

**Candidates hired:** One or more applicants were appointed

Proposed candidates

These applicants have been put forward as potential hires, and should reach final statuses before this recruitment can be concluded. Update all candidates to *Hired, Declined offer, Campus declined to make offer, or Withdrawn after proposed candidate.*

Applicant	Status	Appointment start date	Employee ID
<input checked="" type="checkbox"/> Reid Harber	Hired	Jul 1, 2018	1233

Found 1 match

Recruitment closing

The applicant pool was closed on Dec 6, 2017 at 11:59pm when the close date passed

Recruitment conclusion [Conclude recruitment](#)

Not yet concluded

Enter comments to explain the search outcome in the text fields.

Search outcome ×

What was the outcome of this search?

**Candidates hired:** One or more applicants were appointed

If candidate(s) were hired, this section is filled out AFTER the appointment is processed, an offer is extended, the candidate has accepted the offer, the candidate is entered into payroll, AND the candidate is now working on campus.

**No candidates hired:** The search proposed one or more candidates but none were hired

**No candidates proposed:** The search did not result in any proposed candidates

**Canceled:** The entire search is canceled (e.g., due to lack of funding)

**Other:** The search ended for some other reason

Search outcome ×

What was the outcome of this search?

**Candidates hired:** One or more applicants were appointed

**No candidates hired:** The search proposed one or more candidates but none were hired


Candidate(s) were proposed for hire but the recruitment did not result in a hire, e.g. the offer was not accepted or campus declined to make an offer.

**No candidates proposed:** The search did not result in any proposed candidates

**Canceled:** The entire search is canceled (e.g., due to lack of funding)

**Other:** The search ended for some other reason

Enter comments to explain the search outcome in the text fields.


Search outcome 

What was the outcome of this search?

- Candidates hired:** One or more applicants were appointed
- No candidates hired:** The search proposed one or more candidates but none were hired
- No candidates proposed:** The search did not result in any proposed candidates

The search did not result in any proposed candidates. Often referred to as a "failed search."

- Canceled:** The entire search is canceled (e.g., due to lack of funding)
- Other:** The search ended for some other reason

Search outcome 

What was the outcome of this search?

- Candidates hired:** One or more applicants were appointed
- No candidates hired:** The search proposed one or more candidates but none were hired
- No candidates proposed:** The search did not result in any proposed candidates
- Canceled:** The entire search is canceled (e.g., due to lack of funding)

Canceled requires administrative review before the search may be concluded.

- Other:** The search ended for some other reason

Enter comments to explain the search outcome in the text fields.

### Search outcome

What was the outcome of this search?

- Candidates hired:** One or more applicants were appointed
- No candidates hired:** The search proposed one or more candidates but none were hired
- No candidates proposed:** The search did not result in any proposed candidates
- Canceled:** The entire search is canceled (e.g., due to lack of funding)
- Other:** The search ended for some other reason

Other reasons for ending a search require administrative review before the search may be concluded.