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.

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![Image of conclusion section in a recruitment process software](image-url)
Enter comments to explain the search outcome in the text fields.

**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

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