## Putting the Pieces Together

After ranking applicants in the system, making a verbal contingent offer to your top candidate, and the offer being accepted, you will need to move the chosen applicant to “Qualify” in the system. In the event of moving a candidate in error, you can also move applicants back to “Hiring Manager Review.”

This guide outlines how to:

- Log in to Infor HR - (pg. 2)
- Move an applicant to “Qualify” - (pg. 4)
- If Applicant was Moved in Error - Move applicant back to “Hiring Manager Review” - (pg. 6)

## Which Outcome to Expect

Upon completion of this process, the candidate will be moved to the Qualifying status. This will initiate the background check and reference check processes.

## Navigating the Process

Need to back up a step?

*Rank Applicants (Manager)*

Ready for the next step?

*Conduct Reference Checks: Skill Survey (Manager)*

To locate these guides, [check out the Infor HR Resource Center](#).

## Who To Contact

Please contact your HR Recruiting Specialist if you have any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click Visit (a) under the Manager Space section to access Infor HR.

3) Using your district credentials, enter your User Name and Password (a), then click the blue arrow (b) to log in.
ACTION:
Move an Applicant to “Qualify”

1) Click the **Manager** icon to open Manager Space.

2) Using the **Acquire Talent (a)** dropdown, click on **Candidates and Requisitions (b)**.
3) Use the search fields (a) in the Requisition Dashboard to locate the requisition that you would like to hire a candidate for, then click on the requisition (b) to select it.

Please Note
- In this step, you only need to click on the requisition once.

Optional
- You can use the search fields (b) to narrow down candidate results.

4) From the Hiring Manager Review (a) tab, right-click on the candidate (c) that you would like to move to qualify, and then click on Move to Qualifying (d).

Please Note
- This step will trigger an email to HR Data Management informing them to begin the offer process. In addition, Skill Survey reference checks and background checks will be initiated.

5) A confirmation message will appear at the top of the screen indicating, Move to Qualifying Completed. The candidates name will now appear under the Qualify tab on the requisition.
ACTION:
If Applicant was Moved in Error — Move Applicant Back to “Hiring Manager Review”

1) Click the Manager icon to open Manager Space.

2) Using the Acquire Talent (a) dropdown, click on Candidates and Requisitions (b).
3) Use the search fields (a) in the Requisition Dashboard to locate the requisition that you would like to move a candidate on, then click on the requisition (b) to select it. Then, click on the Qualify (c) tab to review all candidates that have been moved to qualify.

4) From the Qualify tab, right-click on the candidate (a) that you would like to move back to hiring manager review, and then click on Send to Hiring Manager (b).

Please Note
- In this step, you only need to click on the requisition once.
5) A confirmation message will appear at the top of the screen indicating, **Send to Hiring Manager Completed**. The candidates name will now appear under the Hiring Manager Review tab on the requisition.

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**Required**

- You must **immediately** contact your HR Hiring Representative and HR Recruiting Specialist to notify them of the candidate status.
- The error of “Move to qualify” triggered Skill Survey reference checks and background checks to be sent.
- HR Data Management will have received an email telling them to begin the offer process.
- Your HR Hiring Representative will help you make certain the mistake is corrected.