



PAWS Training for Hiring Managers

The University of California, Merced

Human Resources Department

- All positions require that all applicants be dispositioned. Disposition reasons justify why applicants didn't move forward in the hiring process and will be an important component of the final Search Report and are the basis of the final hiring decision and will be utilized in case of an audit.

- Once each applicant has a selection made, click save at the bottom of the screen.

██████	██████	Résumé/CV	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
██████	██████	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

All applicants must be dispositioned and at least one candidate finalized as hired before finalizing this position.

Interviewed Candidates

- The finalize link needs to be selected in order to complete the dispositioning for the applicant.
- The below screen will pop-up for completion.



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PAWS Administration
Interviewed: Finalize [REDACTED]

Candidate: ▼

* Justification:

Interviewed Candidates

- The candidate drop down menu has multiple options to select:
 - No longer considered
 - Did not respond
 - Declined Interview
 - Incomplete
 - Received offer
- In the justification box write the justification as to why the candidate was not selected for hire.

Hired Applicants

- The hired candidate also needs to be finalized.

Dispositioning for Pool

Note: Finalize links will appear for candidates dispositioned as Interviewed, Offer Made, or Hired once their dispositioning status is saved by pressing the Save button.

[Hide NQ Applications](#)

Last Name	First Name	Résumé/CV	Withdrawn	NQ	Meets Qualifications	Exceeds Qualifications	Exceeds/Preferred Qualifications	Interviewed	Offer Made	Hired
[REDACTED]	[REDACTED]	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Finalize	<input type="radio"/>	<input type="radio"/>
[REDACTED]	[REDACTED]	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Finalize	<input type="radio"/>	<input type="radio"/>
[REDACTED]	[REDACTED]	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Finalize	<input type="radio"/>	<input type="radio"/>
[REDACTED]	[REDACTED]	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[REDACTED]	[REDACTED]	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[REDACTED]	[REDACTED]	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Finalize

Hired Applicants

- When the finalize button is selected for the hired applicant, the below pop-up will appear. Please complete the form.



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PAWS Administration
Hired: Finalize [REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Anticipated Start Date:
mm/dd/yyyy

Employee ID Number or UCMNetID:

* Reason for selection:

Save Cancel

Finalizing the Posting

- Once all the applicants have been appropriately dispositioned and at least one candidate has been finalized as hired click the save button at the bottom of the screen.

████	████	Résumé/CV	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
████	████	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

All applicants must be dispositioned and at least one candidate finalized as hired before finalizing this position.

Finalize the Position

- After clicking save the finalize position button will appear at the bottom of the screen.
- In order to finalize the position you will need to click the button.

████	████	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
████	████	Résumé/CV	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- The position has now been fully dispositioned and is finalized.
- You will receive an email confirmation from PAWS notifying you of the completion.
- HR receives an email notification as well, this is what triggers us to notify all non-selected applicants of the status of their application.
- The department must notify all those interviewed.
- If you have any questions please do not hesitate to contact Human Resources.