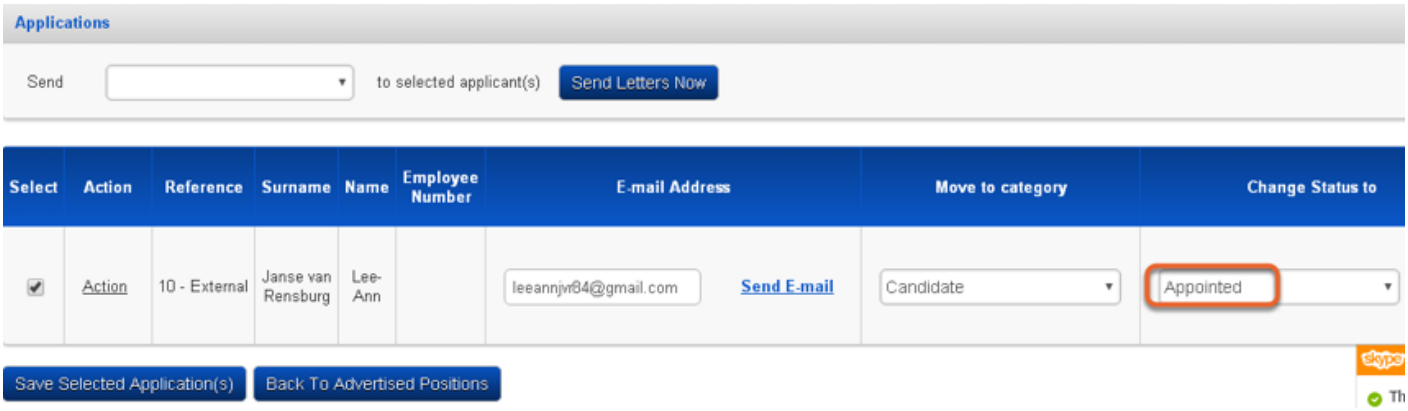
Appoint an Applicant

When a suitable candidate for a position has been identified, take the following steps to appoint the new employee. Since the applicant to be appointed can be either an internal (employee) or external person, both these scenarios have to be discussed.

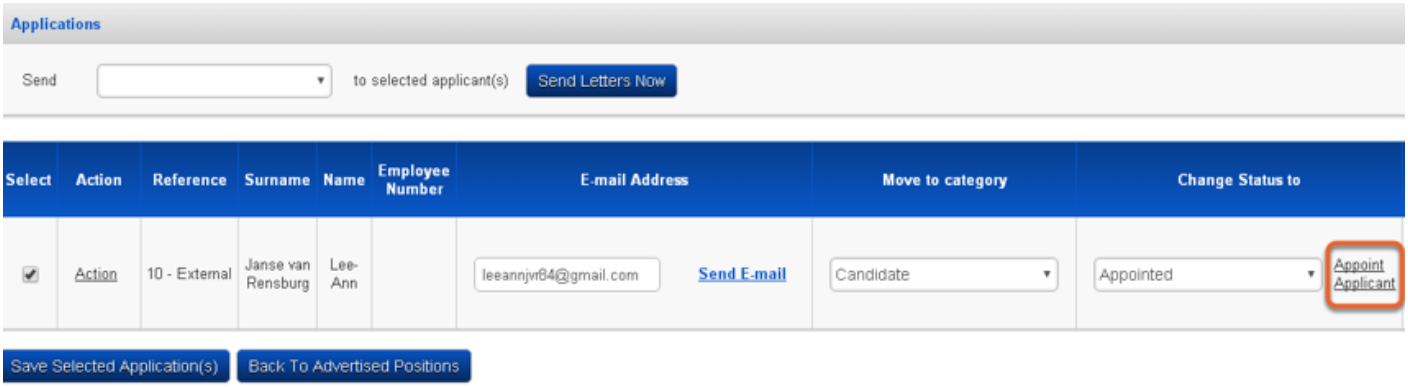
Appointing an External Applicant

- Change the candidate's *Status* to APPOINTED as shown below.



Submit new status

- Click **Save Selected Application(s)** to submit the applicant's new status.
- The *Status* field now changes to include an **Appoint Applicant** hyperlink as shown below.



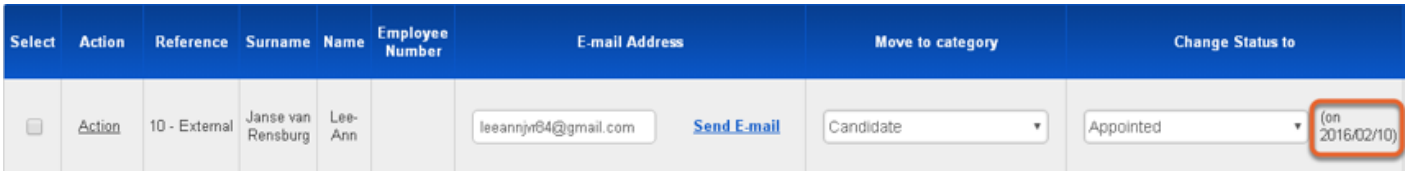
Appoint Applicant

- Click **Appoint Applicant** to open the following page.
- This page is the same as the regular **Appoint Employee** page except for the position and employee details that are already filled in.
- Complete the page according to the guidelines given in the *Manage Employees Administrator Training Manual*.

Appoint Applicant

Appointed Applicant

- Click **Appoint Employee and return to Recruitment** to submit the appointment.
- If the candidate was successfully appointed, the application is changed to reflect the appointment date.



Appointing an Internal Applicant

Current employees can have different positions that they are active in and as such the system cannot summarily end all active positions in order to do a transfer to the new position.

It is recommended that appointing internal employees in a position be done according to the process described in the *Manage Employees - Administrator Training Manual.*

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