

Layoff Agency Recruiter Process

**Luma Role:** Recruiter

**Reason:** An agency recruiter needs to check for a layoff candidate and add them to their recruitment.

**Contents:** [Pull Layoff Report](#_Pull_Layoff_Report), [Attach an Eligible Candidate](#_Attach_an_Eligible), [Candidate Declines Offer of Employment](#_Candidate_Declines_Offer), [Screen out or Disposition Layoff Candidate](#_Screen_out_or)

**Other information:**

* If you are hiring a layoff candidate, please be sure to email [dhr@dhr.idaho.gov](mailto:dhr@dhr.idaho.gov) and let central DHR know that the candidate has been hired and can be removed from the layoff list.
* You must offer an interview to all layoff candidates if they meet MQ’s.
* You must offer the position to a layoff candidate if they are from your agency.
* You are required to add layoff candidates for the class code you are recruiting for if it is a classified position.
* When emailing layoff candidates, you need to select the alternate email.

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| Pull Layoff Report |  | |
| 1. From the available application menu, select the **Infor Global HR** application. | Graphical user interface, application  Description automatically generated | |
| 1. Select **My Reports** from the menu. |  | |
| 1. Select **View Report** under **Layoff Candidate.** |  | |
| 1. Search the list for the **Class Code** for the open position on the requisition.   **Note:** The class title will be in the resource comments. |  | |
| 1. If you find a candidate that is eligible for your position, follow the **Attach Candidate** instructions below.   If there are no candidates for your class code, there is nothing further you need to do.  **Please Note:** You can do this as many times during the recruitment as you want, however, you are required to do it when the posting closes. | Graphical user interface, application  Description automatically generated |

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| Attach an Eligible Candidate |  | | |
| 1. From the available application menu, select the **Infor Global HR** application.   Ensure **Recruiter** is selected in the role switcher. |  | | |
| 1. Select **Candidate Pool** from the menu. |  | | |
| 1. Search for the **Layoff** profile of the layoff candidate by name. The profile for the Layoff candidate will be where the email is first.last@nomail.com. |  | | |
| 1. **Right-click** the internal profile and select **Attach Candidate.** |  | | |
| 1. On the **Attach A Candidate To A Requisition** page, complete the fields listed below:    * Job Requisition\*    * Job Posting\* (Internal or External it does not matter but you must select a posting).    * Source\* - Layoff Eligible Candidate    * Specific Source – Do not use    * Referring Source – Do not use    * Notify The Candidate – Do not use this section |  | |
| 1. Click **Submit**. |  | | |
| 1. Click **Requisitions**. |  | | |
| 1. Click the **requisition** that you attached the person to. |  | | |
| 1. Click the **All** tab. |  | | |
| 1. **Right-click** the layoff candidate and select **Mark As Applied** and proceed with processing as normal. |  | | |
| 1. **Double-click** the candidate. |  | | |
| 1. **Click** the **Core Profile** tab. |  | | |
| 1. **Click** the right arrow on the **Self Identification** tab. |  | | |
| 1. **Select** the drop down and change to **Layoff.**   **Please note:** If the person has already been attached to another position, they may already have Layoff designated and you can skip this step. |  | | |
| 1. **Click** the **save** button. |  | | |
| Candidate Declines Offer of Employment (see below for declining interview) |  | | |
| 1. From the available application menu, select the **Infor Global HR** application.   Ensure **Recruiter** is selected in the role switcher. |  | | |
| 1. Select **Requisitions** from the menu. |  | | |
| 1. On the **All Requisitions** page, scroll through the **Job List** and double-click on the desiredrequisition. |  | | |
| 1. Select the **All** tab. |  | | |
| 1. **Select** the layoff candidate that needs to be dispositioned**.** |  | |
| 1. Click **Move To Step.** |  | | |
| 1. The **Move To Step** box will pop up, select **Disposition.** |  | | |
| 1. Select the **Disposition Reason** “**Declined Offer”.** |  | | |
| 1. Click the **Submit** button. |  | | |
| 1. **Email** [dhr@dhr.idaho.gov](mailto:dhr@dhr.idaho.gov) and let central DHR know that the candidate has declined the offer of employment with the name and requisition number.   **Please Note:** You do not need to email when the candidate declines an interview, only when they decline an offer of employment from the agency they were laid off from. After 3 declines, you can request for them to be removed from the layoff list by emailing [dhr@dhr.idaho.gov](mailto:dhr@dhr.idaho.gov). |  | | |
| Screen out or Disposition Layoff Candidate (When the candidate does not meet MQ’s, withdraws, or is not selected after interview) | |  | | |
| 1. From the available application menu, select the **Infor Global HR** application.   Ensure **Recruiter** is selected in the role switcher. | |  | |
| 1. Select **Requisitions** from the menu. | |  | |
| 1. On the **All Requisitions** page, scroll through the **Job List** and double-click on the desiredrequisition. | | Graphical user interface, text, application  Description automatically generated | |
| 1. Select the **All** tab. | |  | |
| 1. Select the layoff candidate that needs to be screened out or dispositioned**.**   **Please note:** Screened out is used for layoff candidates not meeting MQ’s or withdrawing. They cannot be seen by hiring managers.  Disposition when the layoff candidate was interviewed and is not moving forward. | |  | |
| 1. Click **Move To Step.** | | Table  Description automatically generated with medium confidence | |
| 1. The **Move To Step** box will pop up, select either **Screened Out** or **Disposition.**   **Please note:** Step 5 above for the difference in Screened Out and Disposition. | | Graphical user interface, application  Description automatically generated | |
| 1. Select the applicable **Disposition Reason** from the list. | | Graphical user interface, application  Description automatically generated | |
| 1. Click the **Submit** button. | |  | |

**Result**

You have successfully processed a layoff candidate for your requisition.

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