

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 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.

|  |  |
| --- | --- |
| 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 |

|  |  |
| --- | --- |
| 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 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.  |  |
| 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.

11/17/2023

Version 1