**Interview Exchange Step-by-Step Guide for New Hire Final Recommendations**

***Once the search committee has met and decided on a final candidate to recommend for hire, the recommendation should be submitted through the IE system.***

1. After signing into Interview Exchange, click on the Interview Exchange Applicant Tracking System Module:



1. Click on “Closed Jobs” to view the posting you are hiring a candidate for.



1. Click on the name of the job title.



1. Scroll down to the “Folders” option and click on “All Folders” on the left hand side.



1. Click on the name of the candidate you are recommending for hire.



1. On the right side of the candidate’s profile click on the job title of the position.



1. You will be asked to generate a new form. On this screen, click on “Show existing forms”.



1. Click on the job title of the position you are recommending the candidate for.



1. In order to recommend the candidate for hire in the system, click on “Complete Task” under the Recommendation heading.



1. Now click on the “Recommendation for Appointment” form name.



1. Fill out the details of the candidate you are recommending to the position. This information includes: (1) Title, (2) Full Name of Candidate, (3) Salary, (4) Approximate Start Date, (5) Supervisor Name, (6) Supervisor Title. When you have completed all the specific information about the candidate click on “Save & Submit”.



1. You will then be prompted to review the information you submitted on the form. You can click “Edit” if you would like to make changes. Otherwise, click “Continue”



1. You will now see that there is a small check mark in front of the form titled “Recommendation for Appointment.” This will confirm that you have completed the form. Next click, “Send for Next Action”

