

Checklist for Completing a Recruitment in RAPS

Before submitting a Selectee for AA Clearance in RAPS, ensure:

- ☐ Chosen applicant has been given status of Selectee. All other applicants are dispensed (changed to one of the Not Selected statuses) or changed to status of Finalist
- ☐ Posting has been live in RAPS for at least 30 days.
- ☐ Special Indications tab information is complete and accurate
- ☐ All external advertisements have been taken down and Recruitment Sources tab information is complete and accurate
- ☐ Search Committee tab has at least one entry
- ☐ Selectee has entry in Selectee Information tab
- ☐ Approved box is checked in Approvals & Comments tab; if multiple selectees are being hired for the posting, the “Approved for Multiple Selectees” box must also be checked in this tab.

After a Selectee has received AA clearance:

- ☐ After Selectee has accepted offer, change Selectee status to Hired
- ☐ If other offers are to be made on the same posting, follow previous steps to submit them for AA clearance
- ☐ Once position is filled, make sure all applicants have been set at their final status (Hired, Declined Offer, or one of the Not Selected statuses)
- ☐ Change status of posting to “Filled”
- ☐ If posting does not result in a hire, change status of posting to “Posting Canceled”
- ☐ Please note: When a posting is set to the status of filled or canceled, an email notification is sent by RAPS to all applicants who have been set at the status of Not Interviewed, Not Selected or the status of Posting Canceled.