

OLRS Standardization Checklist

✓	OLRS Step	Who?
Step 1: Applied		
	Job seeker applies to agency job.	Applicant
	Review applicants as pass/fail and move the passing applicants to the next Evaluation Step or directly to the Eligible List Step.	Recruiter
Step 2: Eligible List		
	Assess applications. Move individuals who meet the minimum qualifications to the Eligible List Step.	Recruiter
Step 3. Referred		
	Move selected individuals to the Referred Step.	Recruiter
	The maximum number of individuals referred will depend on whether the position is represented or not. Refer to the appropriate Collective Bargaining Agreement for referral rules.	Recruiter
Step 4. Interviewed		
	The hiring manager selects individuals to interview. Schedule interviews using the OHC. Move to the Interview Step.	Hiring Manager Recruiter
	Move individuals to the Interview Step even if OHC is not used to schedule the interviews. This identifies individuals as being interviewed.	Hiring Manager Recruiter
Step 5. Offered		
	Move selected individual to the Offered Step. Note whether the candidate accepted or declined the offer.	Recruiter Hiring Manager
Step 6. Hired		
	Move individual to the Hired Step once an offer has been accepted. The hire is approved in the OHC. The recruiter authorizes hire.	Recruiter Hiring Manager