

OLRS Standardization Checklist

✓	OLRS Step	Who?
Step 1: Applied		
	Job seeker applies to agency job.	Applicant
	Either review applicants as pass/fail at this step and move passing applicants to the Evaluation Step or move all applicants to the Evaluation Step for review and assessment.	Recruiter
Step 2: Eligible		
	Assess applications. Move individuals who meet the minimum qualifications to the Eligible Step.	Recruiter
Step 3. Referred		
	Move selected individuals to the Referred Step.	Recruiter
	The 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
	Remember to move individuals to the Interview Step even if you do not use the OHC to schedule the interviews. This identifies them as being interviewed.	Hiring Manager/Recruiter
Step 5. Offered		
	Move selected individual to the Offered Step.	Recruiter/Hiring Manager
	If this step is skipped, the OLRS will capture the Offered Step by default when the individual is moved to the Hired Step.	System
Step 6. Hired		
	Move individual to the Hired Step once an offer has been made and accepted. The hire is approved in the OHC. The recruiter authorizes the hire.	Recruiter/Hiring Manager