

How to Mark a Candidate as a No-Start



Use this if a candidate you hired is unable to begin working or has not shown up for any shifts.

1

Start in Paycor Recruiting

2

Expand hired section if not already.

The screenshot shows the Paycor Recruiting interface for a job titled "Team Member". The job details include Job ID: 1230, Job Status: Active, Priority: Normal, and Location: Coppell, TX, 75019. The interface has a navigation bar with "Home", "Analytics", "Integrations", and "Create a Candidate". A sidebar on the left contains icons for search, flags, folders, and time-related actions. The main content area shows a "Candidate Breakdown" section with a table of candidate counts and a list of individual candidates. The "HIRED: 153" section is expanded, and a pink circle highlights the plus sign next to it.

Name	Current Status	Source	Comment
+ HIRED: 153			
+ INTERVIEW: 3			
+ REVIEW: 1			
- JOB SEEKER: 410			
Jianna Foreman	Site Applicant	Company Website	, 2/12/2024, 12:49 pm Urban Air Adventure Parks: You've opted into receiving text messages. I
Kingston Norris	Site Applicant	Company Website	, 2/12/2024, 12:43 pm Urban Air Adventure Parks: You've opted into receiving text messages. I
Isaiah "Zay" Murrell	Site Applicant	Company Website	-
Jayden Veettil	Posting Response	Indeed Free	, 2/9/2024, 11:18 pm Urban Air Adventure Parks: You've opted into receiving text messages. I
Carolina "Carolina ...	Site Applicant	Company Website	-



3 Click on Team Member who did not start working.






Team Member
Job ID: 1230 Job Status: Active Priority: Normal Location: Coppell, TX, 75019

Candidate Breakdown Job Newsfeed and Description JobTarget Add a Candidate to this Job





Name	Current Status	Source	Comment
— HIRED: 153			
Noel Winters	Candidate Hired	Company Website	System Message, 2/13/2024, 11:59 am Jeni Renzulli successfully exported Noel Winters to TAP. You may view the export result on their site by clicking here .
Jeni Stoops	Candidate Hired	Company Website	System Message, 1/30/2024, 10:37 am Jeni Renzulli successfully exported Jeni Stoops to TAP. You may view the export result on their site by clicking here .
Alyssa Flores	Candidate Hired	Company Website	System Message, 12/9/2023, 7:14 pm Jeni Renzulli successfully exported Alyssa Flores to TAP. You may view the export result on their site by clicking here .
Macy Salfiti	Candidate Hired	Indeed Free	System Message, 12/9/2023, 7:12 pm Jeni Renzulli successfully exported Macy Salfiti to TAP. You may view the export result on their site by clicking here .
Teborious "TJ" Tay...	Candidate Hired	Company Website	System Message, 12/9/2023, 7:06 pm Jeni Renzulli successfully exported Teborious TJ Taylor Jr to TAP. You may view the export result on their site by clicking here .
Sebastian Salazar	Candidate Hired	Company Website	System Message, 10/9/2023, 10:00 am Jeni Renzulli successfully exported Sebastian Salazar to TAP. You may view the export result on their site by clicking here .

4 Click "Mark as a No-Start"

Get Help  

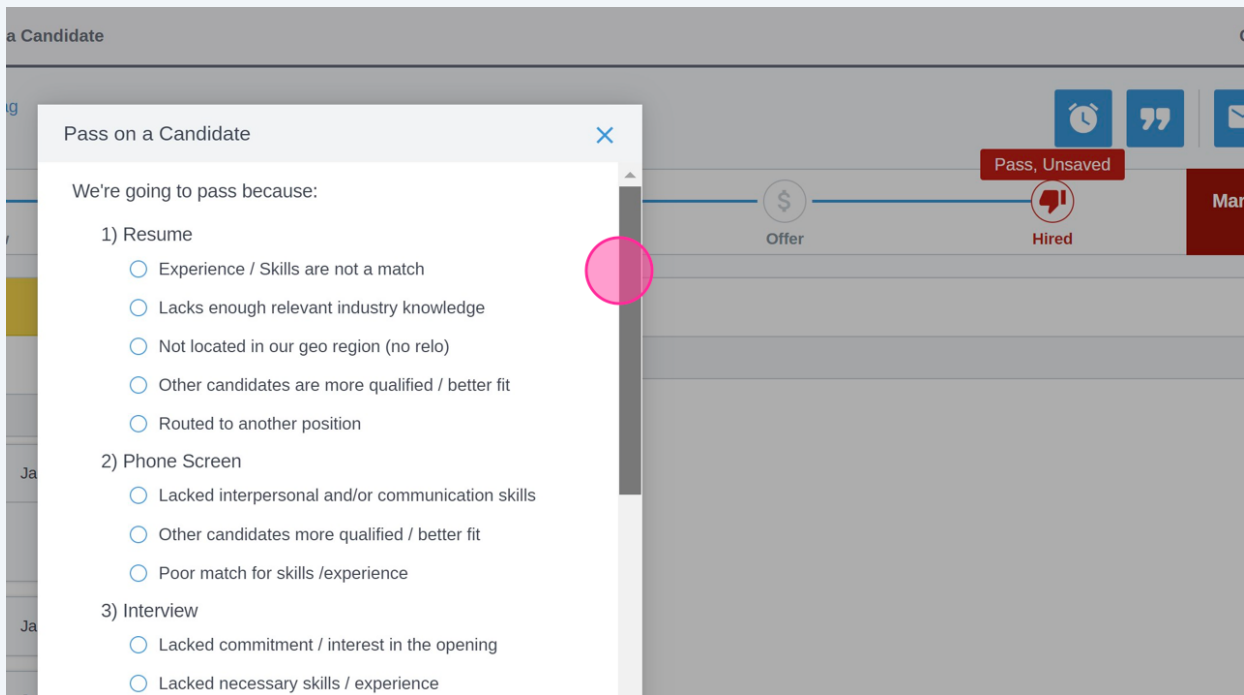
Candidate Hired

Phone Screen  Interview  Offer  Hired  Mark as a No-Start

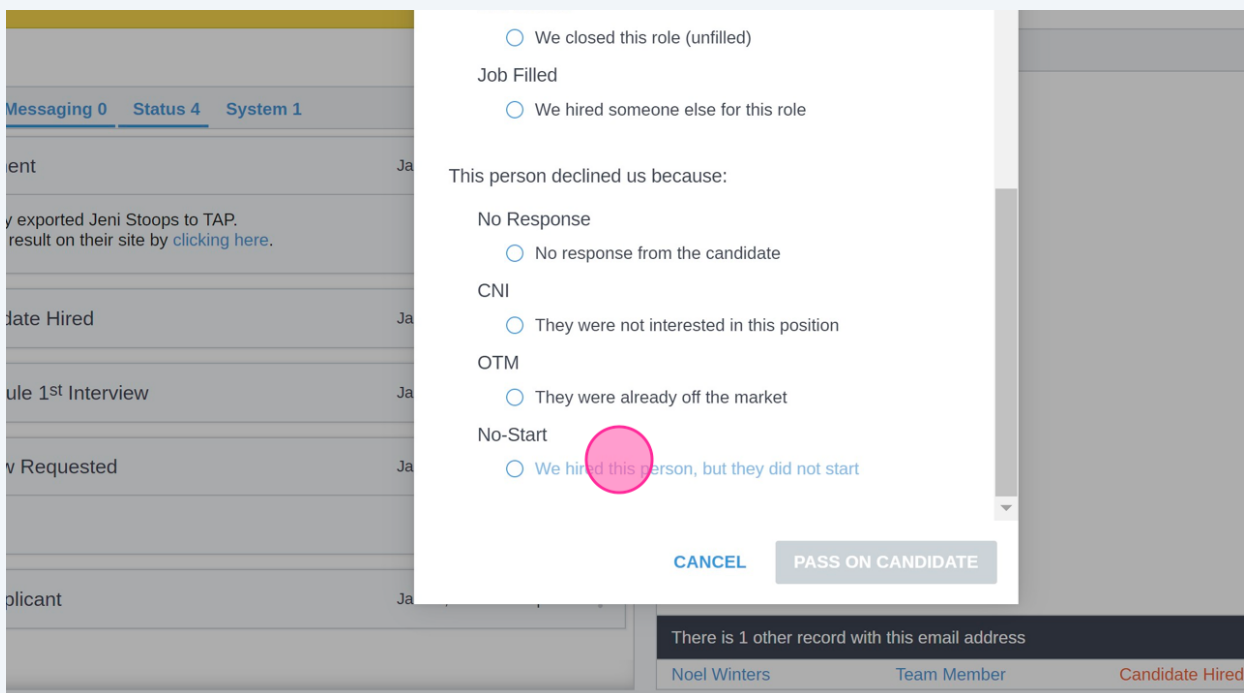
nder Profile Metadata Application + Add File

Print Edit

5 Scroll through possible options.



6 In this example we used "We hired this person, but they did not start"



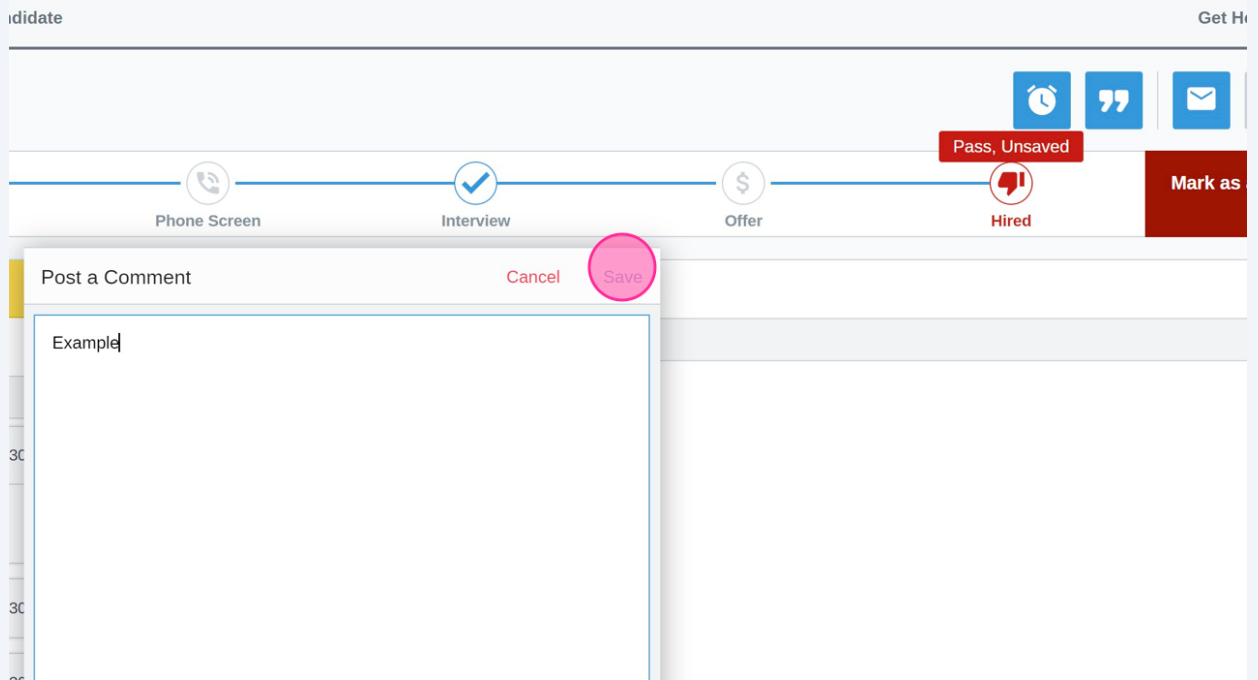
7 Click "PASS ON CANDIDATE" to finalize.

This screenshot shows a dialog box titled "Job Filled" with several radio button options. The "No-Start" option, "We hired this person, but they did not start", is selected. At the bottom of the dialog, the "PASS ON CANDIDATE" button is highlighted with a pink circle. Below the dialog, a notification bar states "There is 1 other record with this email address" and lists "Noel Winters" as a "Team Member" who is a "Candidate Hired" created on "February 13".

8 Use the "Post a comment (optional)" field for additional notes about why this candidate didn't start.

This screenshot shows a candidate profile page with a progress bar containing stages: Review, Phone Screen, Interview, and Offer. A "Post a Comment" modal is open, featuring a text input field labeled "Post a comment (optional)" which is highlighted with a pink circle. The modal also includes "Cancel" and "Save" buttons. The background shows a candidate named "Noel Winters" with a "Pass" status.

9 Click "Save"



10 Navigate to [Paycor](https://www.paycor.com)

11 Navigate to the "No-Start" Candidate.

<input type="checkbox"/>	Norris, Grace	1/15/2024	1/9/2024	141267	grace@islandlonghorns.com	Invite 35 da
<input type="checkbox"/>	Salinas, Eli	2/19/2024	2/12/2024	141267	elisalinas849@gmail.com	I-9 V 1 day
<input type="checkbox"/>	Stoops, Jeni	1/30/2024			abc@gmail.com	Awa
<input type="checkbox"/>	West, Nello	2/12/2024	2/12/2024	141765	nellowest9@gmail.com	Invite 1 day
<input type="checkbox"/>	Winters, Noel	2/13/2024			abc@gmail.com	Awa

12 Click "Delete"

pell UA	Not Delegated		Urban Air Coppell	Delete
pell UA	Section 1 - Pending Submit View I-9 Verification		Urban Air Coppell	Delete
	Not Delegated			Delete
nsfield UA	Not Delegated	Castells, Angelo	Urban Air Mansfield	Delete
	Not Delegated			Delete

13 Click "Yes, delete"

Are you sure you want to delete this pending new hire permanently?

No, cancel Yes, delete

			Work Location	Actions
			Urban Air Mansfield	Delete
			Urban Air Coppell	Delete
	Coppell UA	Not Delegated	Urban Air Coppell	Delete
1	Coppell UA	Section 1 - Pending Submit View I-9 Verification	Urban Air Coppell	Delete
		Not Delegated		Delete