Managing Applicants Steps
EPA Non-Faculty

Steps on Viewing Applications and Changing Workflow States

Viewing an Individual Application

**Step 1** Hover over the **Postings** tab and select position type from the drop-down box.

**Step 2** Find the correct posting and hover over the **Actions** drop-down (bottom right side of the screen) and select **View Applicants**.

**Step 3** To view an application, hover over **Actions** and select **View Applicants**.

Managing Applications and Workflow – Assistant/Coordinator

**Step 1** Hover over the **Postings** tab and select position type from the drop-down box.

**Step 2** Find the correct posting and hover over the **Actions** drop-down (bottom right side of the screen) and select **View Applicants**.

**Step 3** Following the direction of the Search Committee Chair, place a check mark next to each applicant that is not moving forward in the process. Select the Actions button above the Actions column and Move in Workflow to **Not Under Active Consideration**. Select a dispense reason. Click **Save Changes**.

**Step 4** Place a check mark next to the remaining applicants that are moving forward in the process. Select the Actions button above the Actions column and Move in Workflow to **Preliminary Interview** or **Final Interview**. Click **Save Changes**.

**Step 5** Hover over **Take Action on Job Application** (orange button, upper right side of the screen) and select **EEO Analysis**.

**Step 6** You will receive an email once the interview pool has been reviewed by HR. Log into the system to review the pool and any 2nd Look applicants. Instructions for 2nd Look applicants are included in the email.

**Step 7** Once preliminary interviews have been completed, under the direction of the Search Committee Chair, use the steps inManaging Applications and Workflow to move applicants in the workflow. Go to **Take Action on Posting** (orange button, top right side of the screen) and select **Request Approval for Final Interview**.

Approving Final Interview Pool – Search Reviewer

**Step 1** Search Reviewer approves applicants for Final Interview. Go to **Take Action on Posting** (orange button, top right side of the screen) and select **Approved, Send to HR**.

Analysis of Candidates – Assistant/Coordinator

**Step 1** Once HR performs the Credential Verification on your candidates, HR will approve the final interview pool. The Assistant/Coordinator can work with the Search Committee to schedule and complete on-campus interviews.
Once on-campus interviews have been completed, go to the Applicants tab of your posting and move the candidates in the workflow. Move the candidates to the Finalists category and enter the strengths and weaknesses of each candidate in the reason box. The analysis of the candidates will be available for the hiring official to use in determining the candidate for hire. Go to Take Action on Posting and select Evaluate Candidates.

Creating a Hiring Proposal – Hiring Official

Step 1 Hover over the Postings tab and select position type from the drop-down box.

Step 2 Find the correct posting and hover over the Actions drop-down (bottom right side of the screen) and select View Applicants.

Step 3 Review strengths and weaknesses of each finalist. Using steps in Managing Applications and Workflow, disposition applications not moving forward. Change the applicant status to Recommended for Hire on the top applicant. Hiring Proposals will only be processed if all applicants have been moved appropriately.

Step 4 Click on recommended applicant’s name in the applicant list.

Step 5 Select Start Hiring Proposal from the actions on the right side of the screen (green plus sign).

Step 6 Click Select Position Description at the bottom left of the screen.

Step 7 Fill in the required fields in red for each tab in the hiring proposal.

Step 8 To move the hiring proposal to the next approver, click the Take Action on Hiring Proposal (orange button, top right of the screen) and select Send to Search Reviewer.

NOTE: The search Reviewer approves the hire and sends to HR for credential verification and review.

Step 9 Once all approvals are obtained, you will receive notification that you are ready to extend an offer.

Step 10 Find the position in the Hiring Proposal tab of your Inbox or Watch List and click on the job title.

Step 11 From the Summary page, scroll down and click edit next to Offer Accepted/Declined. Fill in the appropriate fields for this tab. Click Next or Save to save your information.

Step 12 Click on the Summary page. To take action on this hiring proposal, click Take Action on Hiring Proposal (orange button, upper right of the screen) and click on the appropriate action.

Hiring Proposal Approval – Department Budget

Step 1 From the Home page, click on the Hiring Proposal tab in the Inbox. Find the position that you need to approve, and click on the job title.

Step 2 Review the details of the hiring proposal. Department Budget Approvers have the ability to edit funding information if necessary.

Step 3 To take action on the hiring proposal, click on Take Action On Hiring Proposal (orange button, upper right of the screen). Click on the appropriate action in the box.

Step 4 Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. The posting will be added to your Watch List by default.

Hiring Proposal Approval – Division

Step 1 From the Home page, click on the Hiring Proposal tab in the Inbox. Find the position that you need to approve, and click on the job title.

Step 2 Review the details of the hiring proposal.

Step 3 To take action on the hiring proposal, click on Take Action On Hiring Proposal (orange button, upper right of the screen). Click on the appropriate action in the box.
Step 4  Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. The posting will be added to your Watch List by default.

**Hiring Proposal Approval – University Budget**

**Step 1**  From the Home page, click on the **Hiring Proposal** tab in the Inbox. Find the position that you need to approve, and click on the job title.

**Step 2**  Review the details of the hiring proposal. University Budget Approvers have the ability to edit funding information and add comments if necessary.

**Step 3**  To take action on the hiring proposal, click on **Take Action On Hiring Proposal** (orange button, upper right of the screen). Click on the appropriate action in the box.

**Step 4**  Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. The posting will be added to your Watch List by default.

**NOTE:** If approved, HR will generate an appointment letter for the applicant.