Applicant Status, Pre & Post Interview Process
Applicant List

The search chair opens the posting and selects “Applicants” from the center menu. The search chair is the only user who can change the applicant/candidate status.
Changing the Workflow State of Multiple Applicants at the Same Time

Changing the workflow state of applicants can be accomplished by changing several (a bulk move) at one time or changing one applicant at a time.

To accomplish a bulk move, all applicants who you want to move need to be in the same workflow state. Next check the box to the left of “Last Name” which will fill all boxes below it.

From the first “Actions” drop down list, select “move in workflow.”
Bulk move cont’d

Upon selecting “move in workflow” the next direction is to select a workflow state for all applicants listed.
Selection of workflow states

From the drop down box, select the desired status. The available statuses depends on the user. (In this sample, Human Resources has available all possible choices.)

The status change is not visible to applicants.

With some status changes, a reason is required and selected from the list provided.
Outcome of Bulk Workflow Move

These applicants who meet the minimum requirements are now candidates, as is noted in the workflow state column.

To move an applicant through the search process, s/he needs to be in the candidate workflow state.

The “candidate on hold” state can be used for applicants who meet the minimum requirements, but are not as strong as the candidates. If in the future a candidate on hold is to be considered for a phone inquiry or campus interview, that person’s status needs to be changed from candidate on hold to candidate in order to move forward in the search process.
Changing Workflow State of One Applicant

Changing the workflow state of one applicant is accomplished in the application. Select “view application” from the “Actions” button to the right of the applicant or select applicant’s last name.
Changing Single Applicant Status

Upon opening the individual's application, select “Take Action on Job Application” and choose the desired workflow action.
Individual workflow status change

To demonstrate how one candidate’s status is approved, the candidate’s job application is opened and from there choose “approved for phone inquiry” from the “take action on job application” drop down box. Social Equity, as the current owner of the application, will approve the change.

This approval can be accomplished on several candidates with a bulk move. Beginning at the posting, choose the candidates who are selected for phone inquiry. From the action button drop down list, select move in workflow, then select approved for campus interview.
Select for Campus Interview

From the phone inquiries, the search chair selects candidates who the search committee wants to invite to campus for an interview. This can be accomplished with a bulk move (2 or more) or in an individual’s application.
Search Chair Selects for Campus Interview

The take action box indicates the desired move.
Best Reason

The search chair will choose the best reason for the action and submit.
Social Equity Approves

Social Equity will approve this candidate for campus interview by selecting edit to make the changes and “approved for campus interview.” Upon approving a candidate for a campus interview, s/he will receive a system-generated email to complete the candidate evaluation form, evaluating the interview.
Approve for Campus Interview

Once again, the take action box appears to confirm the status change – Social Equity clicks “submit.”

Upon the approval by Social Equity of the campus interview, the approved candidates will receive a system-generated email about the completion of the candidate evaluation form. The email contains a link to the form.
Recommend for Hire

When a decision has been made to recommend someone to hire. The search chair performs his/her last moves by selecting “edit” then “recommend for hire” from the take action on the job application drop down list.
Recommend for Hire, cont’d

Confirm the recommendation in the take action box. Any explanations added should be job-related only.

The search chair’s role is complete.
Hiring Manager Takes Over

The hiring manager opens the recommended candidate’s job application to start the hiring proposal.