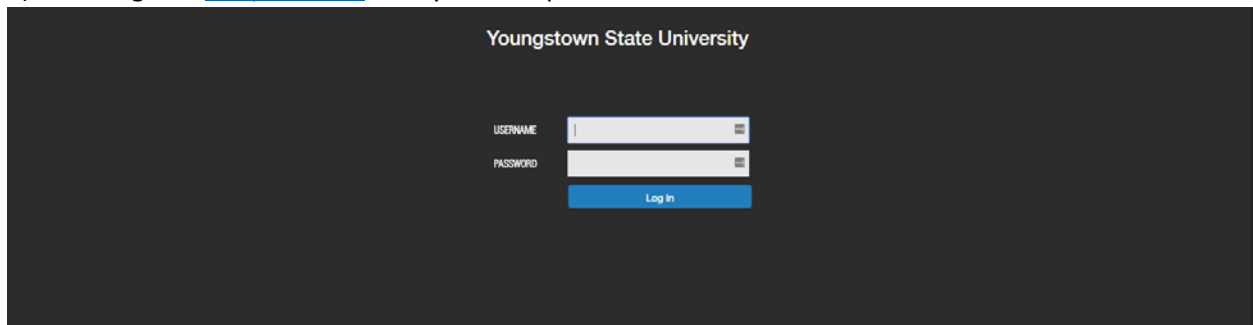


Moving Applicants within the Workflow – Search Committee Chair

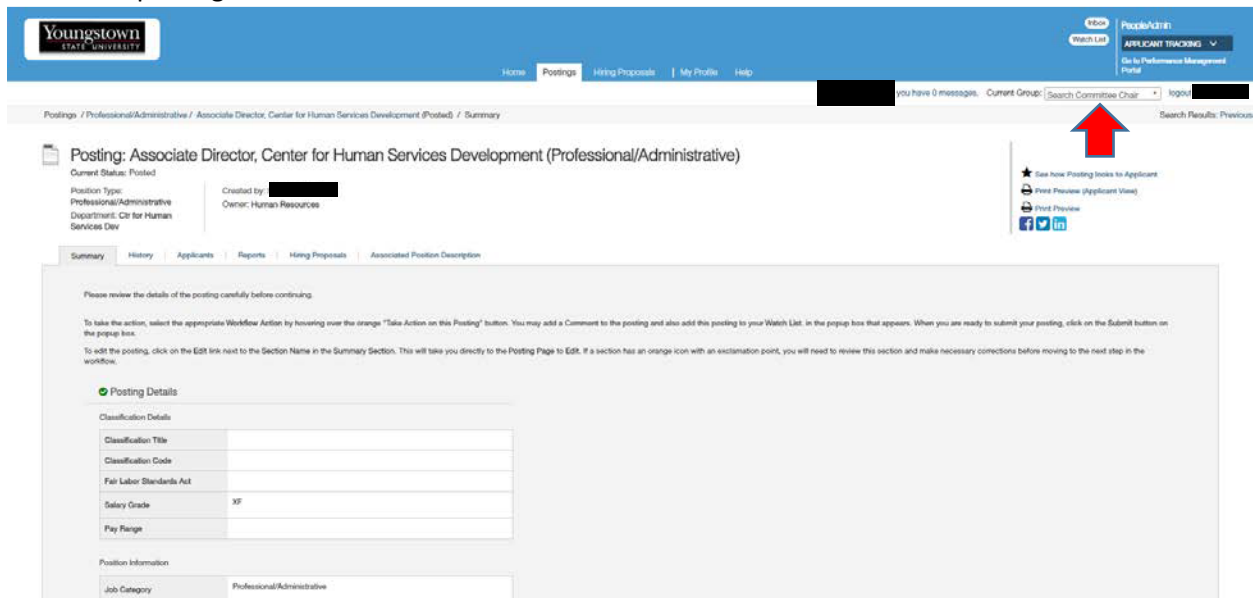
From **Interview** to **Interviewed – Not Selected** or **Additional Interview Requested**

Once the committee has conducted first round interviews, each candidate should be moved to the appropriate workflow state. For those familiar with the current paper process, these steps replace the Equal Opportunity/Affirmative Action Interview Request form.

- 1) Log into [PeopleAdmin](#) with your YSU portal credentials.



- 2) Change your **Current Group** in the upper right hand corner of the page to “*Search Committee Chair*”, and access the posting as when candidates were reviewed.



3) Enter the Applicants portion of the posting by clicking the **Applicants tab**.

Posting: Associate Director, Center for Human Services Development (Professional/Administrative)
Current Status: Posted
Position Type: Professional/Administrative
Department: Ctr for Human Services Dev
Created by: Megan MASSARO
Owner: Human Resources

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Actions
Heather			July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions
Katherine			July 13, 2016 at 09:09 AM	Under Review by Dept / Committee	Actions
William			July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions
Stephanie			July 14, 2016 at 09:32 AM	Under Review by Dept / Committee	Actions
Allison			July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Actions

4) Click **More Search Options**.

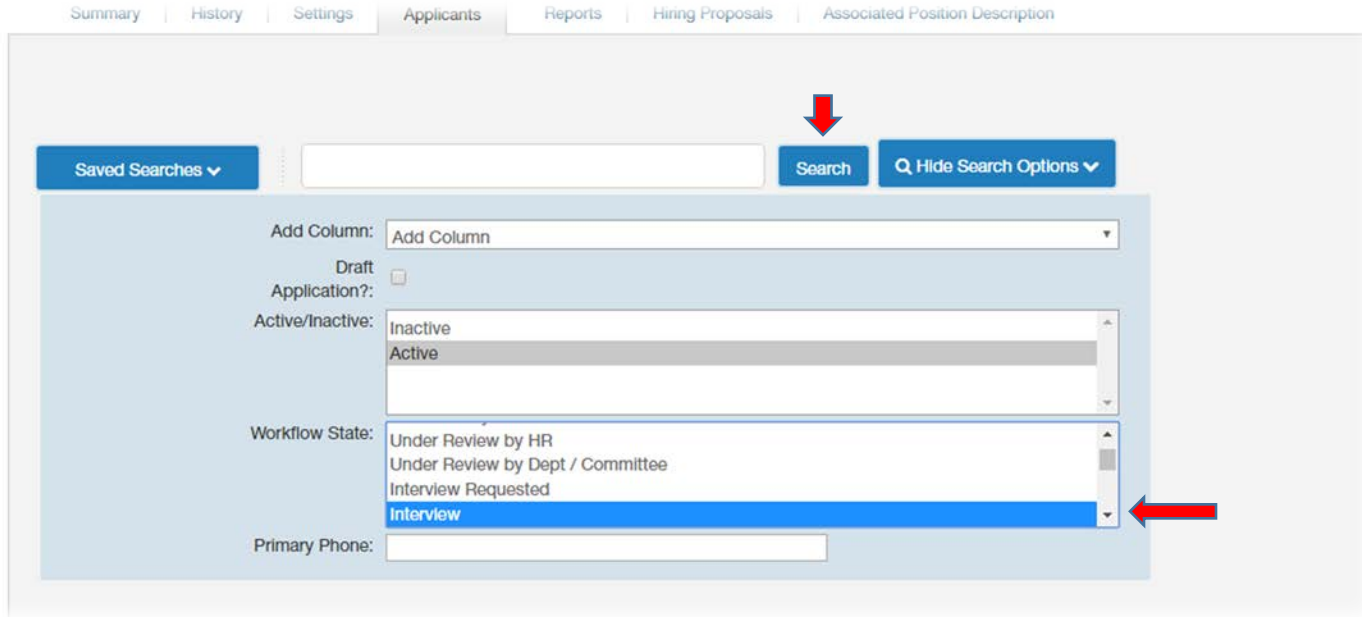
Posting: Assistant Athletic Trainer (Professional/Administrative) Edit
Current Status: Posted
Position Type: Professional/Administrative
Department: Athletic Administration
Created by: Megar [REDACTED]
Owner: Human Resources

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Saved Searches [input] Search **More Search Options**

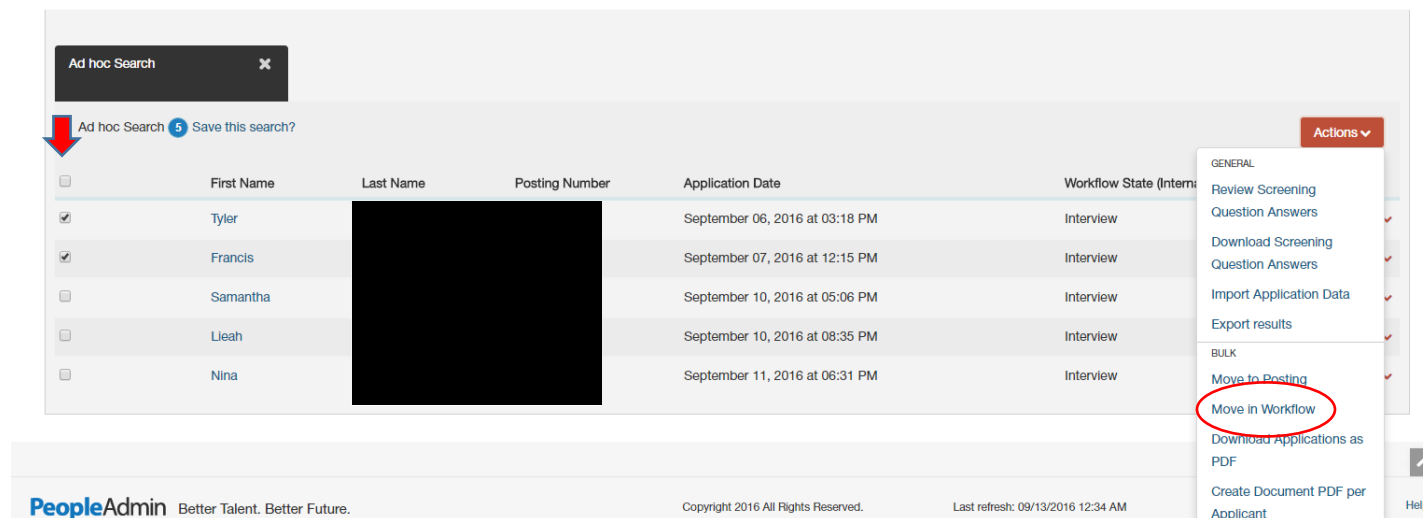
UR Dept/Committee	Actions
"UR Dept/Committee" 0	Actions

5) Find and highlight with one click the *Workflow State* of **Interview**. Click **Search**.



Interviewed – Not Selected

6) Check the box to the left of those applicants that you interviewed, but will not be moving forward in the process. Hover over the **Actions** button and select *Move in Workflow* under the **Bulk** section.



7) Select “Interviewed – Not Selected”

Postings / ... [redacted] Applicant Review / Bulk Workflow Status Change

you have 0 messages. Current Group: Search Committee Chair | Search Committee Chair | logout [redacted]

Editing: Workflow States for 2 Applicants

Applicant	Current State	Change for all applicants	Reason
Tyler [redacted]	Interview	Select a workflow state... Select a workflow state... Interviewed – Not Selected Additional Interview Requested	
Francis [redacted]	Interview	Select a workflow state... Select a workflow state...	

Save changes Cancel

8) After “Interviewed – Not Selected” is applied, PeopleAdmin will ask for a specific reason that each candidate was not selected to move forward. You must make a selection in the “Change for all applicants” drop down before you begin entering the individual reasons for each applicant. Enter reasoning for decision and click **Save changes**.

Note: If you do not make a selection in the first drop down, you will not be able to save your work on the rest of the page. If you make a selection in the master drop down, it will change the reason for each applicant, but you can then change each of their individual drop down choices.

Postings / ... [redacted] Applicant Review / Bulk Workflow Status Change

you have 0 messages. Current Group: Search Committee Chair | Search Committee Chair | logout [redacted]

Editing: Workflow States for 2 Applicants

Change for all applicants: Interviewed – Not Selected

Other (must provide explanation):

Applicant	Current State	New State	Reason
Tyler [redacted]	Interview	Interviewed – Not Selected	Other applicants have more experience (must identify experience) Explanation: average of 3 years' additional experience.
Francis [redacted]	Interview	Interviewed – Not Selected	Other (must provide explanation) Explanation: Poor communication skills in phone interview.

Save changes Cancel

Additional Interview Requested

9) Find and highlight with one click the *Workflow State* of **Interview**. Click **Search**.

The screenshot shows a search interface with a navigation bar at the top containing 'Summary', 'History', 'Settings', 'Applicants', 'Reports', 'Hiring Proposals', and 'Associated Position Description'. Below the navigation bar is a search area with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'Hide Search Options' dropdown. A red arrow points to the 'Search' button. Below the search area is a filter panel with the following options: 'Add Column' (dropdown), 'Draft Application?' (checkbox), 'Active/Inactive' (dropdown with 'Inactive' and 'Active' options), 'Workflow State' (dropdown with 'Under Review by HR', 'Under Review by Dept / Committee', 'Interview Requested', and 'Interview' selected), and 'Primary Phone' (input field). A red arrow points to the 'Interview' option in the 'Workflow State' dropdown.

10) Check the boxes to the left of the names of those candidates that you are recommending for an additional interview. Hover over the **Actions** button and select *Move in Workflow* under the **Bulk** section.

The screenshot shows a table of candidates with columns for 'First Name', 'Last Name', 'Posting Number', 'Application Date', and 'Workflow State (Internal)'. There are three rows of candidates: Samantha, Leah, and Nina. All rows have a checked checkbox in the first column. An 'Actions' dropdown menu is open over the table, showing options under 'GENERAL' (Review Screening, Question Answers, Download Screening, Import Application Data, Export results) and 'BULK' (Move to Posting, Move in Workflow). The 'Move in Workflow' option is circled in red. A red arrow points to the 'Ad hoc Search' button above the table.

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)
<input checked="" type="checkbox"/>	Samantha	[REDACTED]	[REDACTED]	September 10, 2016 at 05:06 PM	Interview
<input checked="" type="checkbox"/>	Leah	[REDACTED]	[REDACTED]	September 10, 2016 at 08:35 PM	Interview
<input checked="" type="checkbox"/>	Nina	[REDACTED]	[REDACTED]	September 11, 2016 at 06:31 PM	Interview

11) Select *Additional Interview Requested* next to **Change for all applicants**. Click **Save changes**.

The screenshot shows the 'Bulk Workflow Status Change' interface. At the top, there is a navigation bar with 'Postings / ... / Applicant Review / Bulk Workflow Status Change'. Below the navigation bar is a header area with 'Editing: Workflow States for 3 Applicants'. The main area contains a table with columns for 'Applicant', 'Current State', and 'Reason'. There are three rows of applicants: Samantha, Leah, and Nina. All rows have 'Interview' as the 'Current State'. A 'Change for all applicants' dropdown menu is open over the table, showing options: 'Additional Interview Requested', 'Select a workflow state...', 'Interviewed - Not Selected', and 'Additional Interview Requested'. The 'Additional Interview Requested' option is selected and highlighted in blue. A red arrow points to this option. Below the table is a 'Save changes' button and a 'Cancel' button. A red arrow points to the 'Save changes' button.

Applicant	Current State	Reason
Samantha [REDACTED]	Interview	Additional Interview Requested
Leah [REDACTED]	Interview	Additional Interview Requested
Nina [REDACTED]	Interview	Additional Interview Requested

12) You, and the Hiring Manager, will be notified via an email from PeopleAdmin when the Equal Opportunity team has approved the additional interviews.