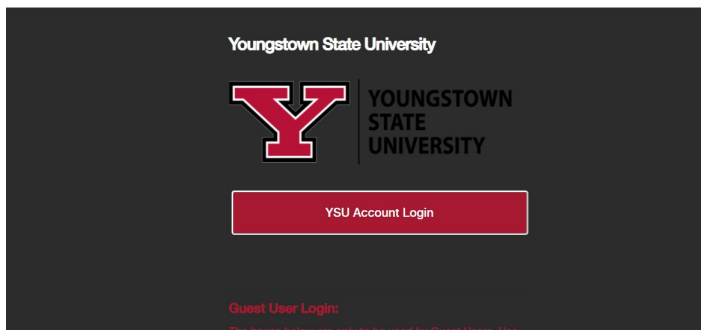


Moving Applicants within the Workflow – Search Committee Chair

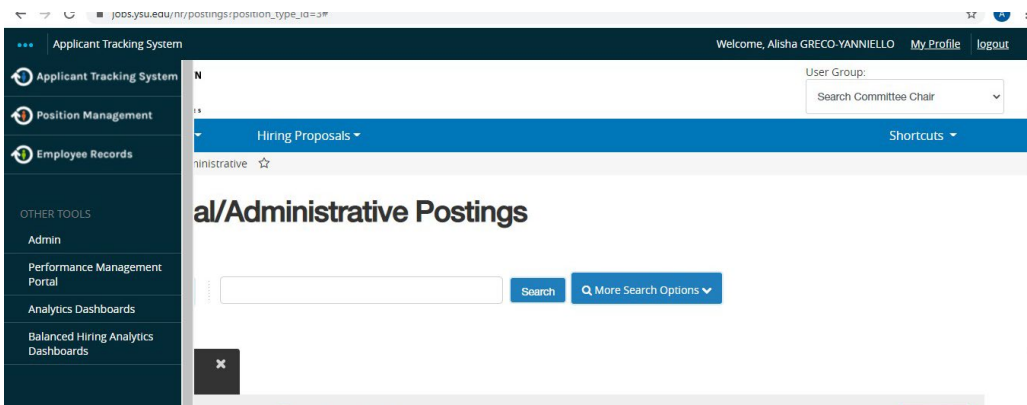
From **Interview** to **Interviewed – Not Selected** or **Additional Interview Requested**

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.

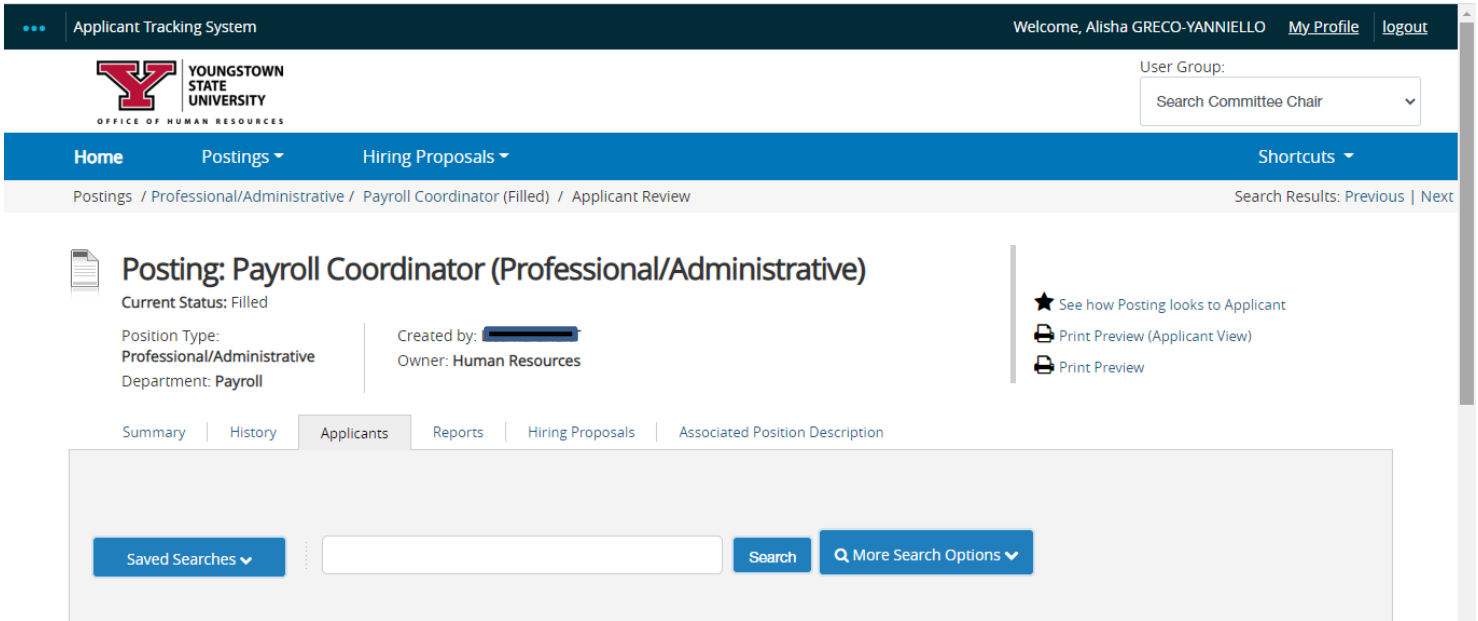
- 1) Log into [PeopleAdmin](#) with your YSU portal credentials or clicking “YSU Account Information.”



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

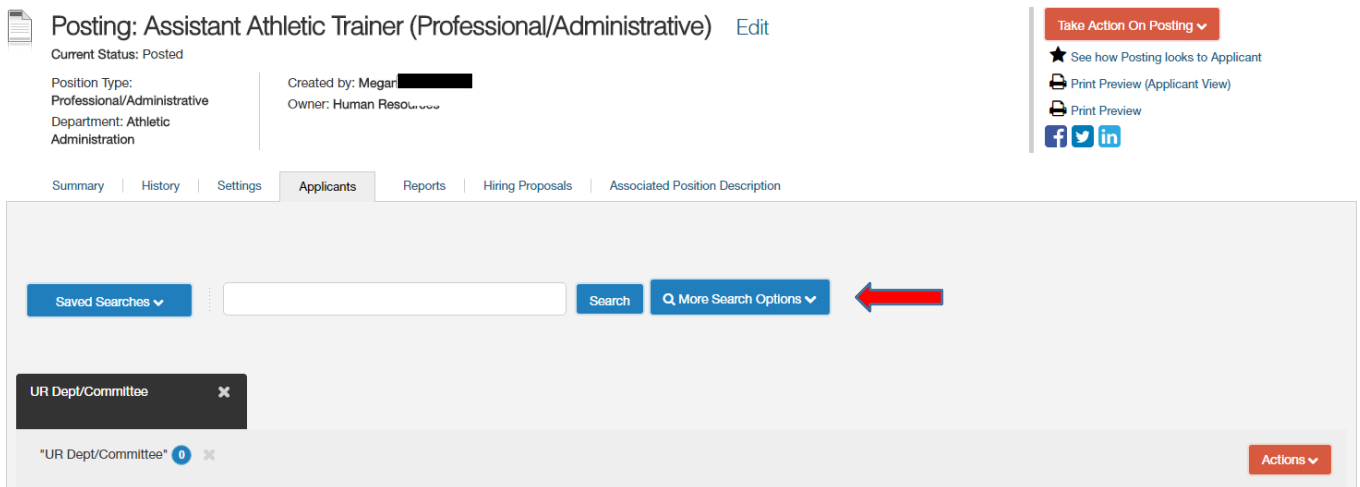


3) Enter the Applicants portion of the posting by clicking the **Applicants** tab.



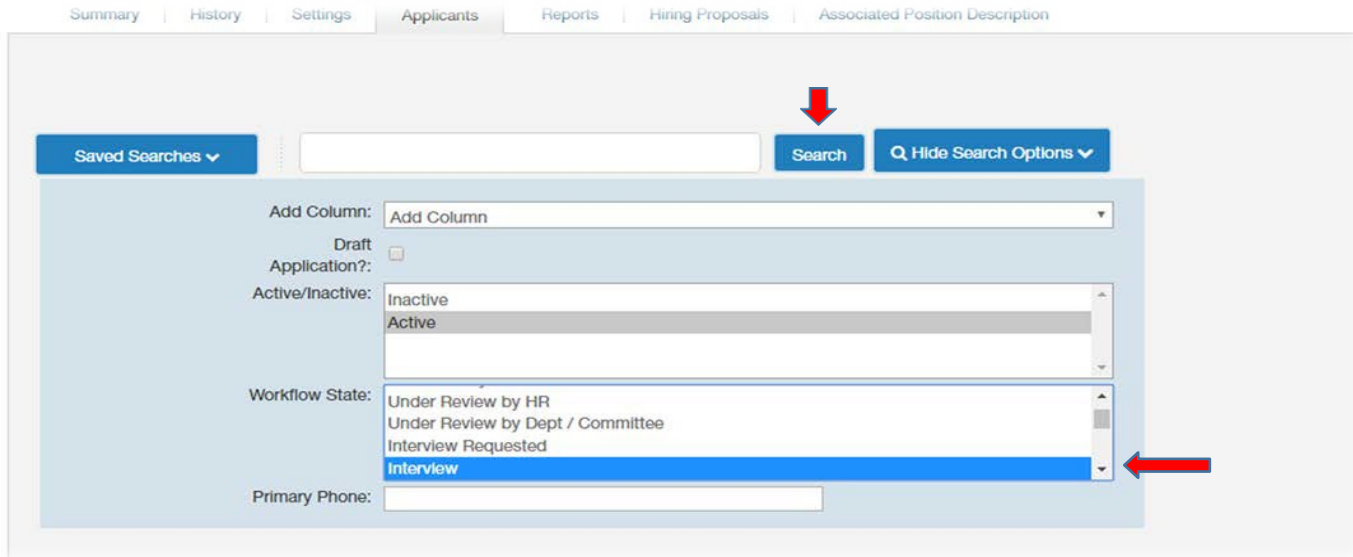
The screenshot shows the top navigation bar with 'Applicant Tracking System' on the left and 'Welcome, Alisha GRECO-YANNIELLO', 'My Profile', and 'Logout' on the right. Below this is the Youngstown State University logo and 'OFFICE OF HUMAN RESOURCES'. A 'User Group' dropdown menu is set to 'Search Committee Chair'. The main navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The breadcrumb trail reads 'Postings / Professional/Administrative / Payroll Coordinator (Filled) / Applicant Review'. The page title is 'Posting: Payroll Coordinator (Professional/Administrative)'. The current status is 'Filled'. Position details include 'Professional/Administrative' type and 'Payroll' department. The creator is 'Human Resources'. On the right, there are links for 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', and 'Print Preview'. The 'Applicants' tab is selected in the sub-navigation. At the bottom, there is a search bar with 'Saved Searches', a search input field, a 'Search' button, and a 'More Search Options' dropdown.

4) Click **More Search Options**.



The screenshot shows the top navigation bar with 'Take Action On Posting' on the right. Below this is the Youngstown State University logo and 'OFFICE OF HUMAN RESOURCES'. The main navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The breadcrumb trail reads 'Postings / Professional/Administrative / Assistant Athletic Trainer (Filled) / Applicant Review'. The page title is 'Posting: Assistant Athletic Trainer (Professional/Administrative)'. The current status is 'Posted'. Position details include 'Professional/Administrative' type and 'Athletic Administration' department. The creator is 'Human Resources'. On the right, there are links for 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', 'Print Preview', and social media icons for Facebook, Twitter, and LinkedIn. The 'Applicants' tab is selected in the sub-navigation. At the bottom, there is a search bar with 'Saved Searches', a search input field, a 'Search' button, and a 'More Search Options' dropdown. A red arrow points to the 'More Search Options' dropdown. Below the search bar, there is a dark grey box with 'UR Dept/Committee' and a close button. Below that, there is a light grey box with '"UR Dept/Committee" 0' and a close button. An 'Actions' dropdown menu is visible in the bottom right corner.

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



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

Saved Searches ▾ [Search Box] Search 🔍 Hide Search Options ▾

Add Column: Add Column ▾

Draft

Application?:

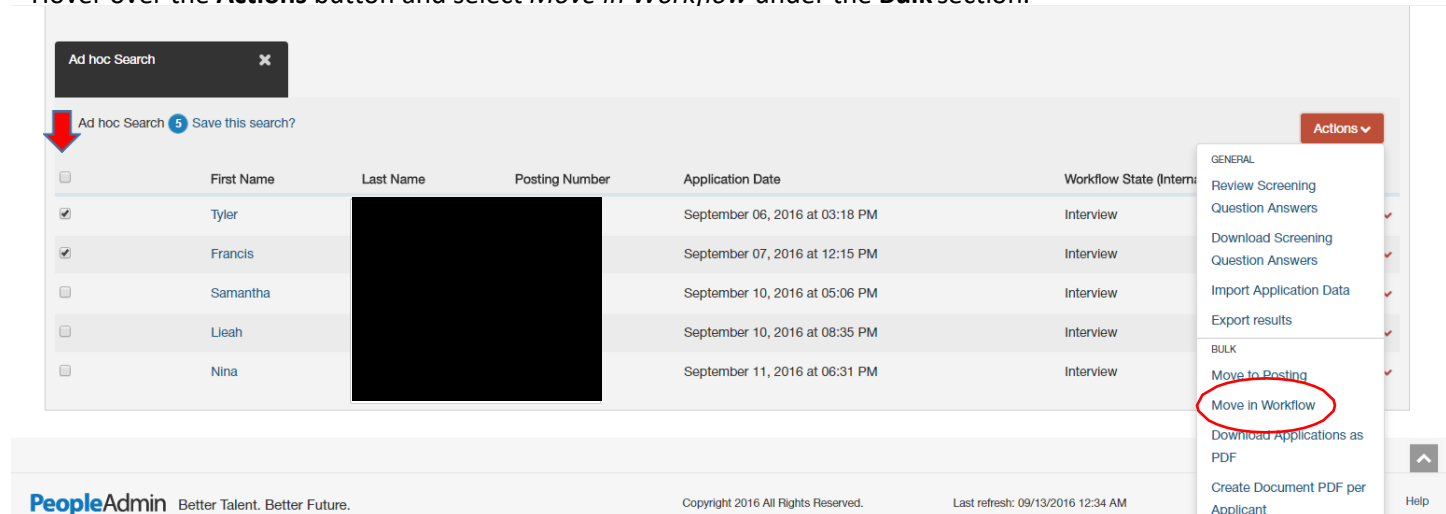
Active/Inactive: Inactive
Active

Workflow State: Under Review by HR
Under Review by Dept / Committee
Interview Requested
Interview

Primary Phone: [Text Box]

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.



Ad hoc Search [X]

Ad hoc Search 5 Save this search?

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)
<input checked="" type="checkbox"/>	Tyler	[REDACTED]		September 06, 2016 at 03:18 PM	Interview
<input checked="" type="checkbox"/>	Francis	[REDACTED]		September 07, 2016 at 12:15 PM	Interview
<input type="checkbox"/>	Samantha	[REDACTED]		September 10, 2016 at 05:06 PM	Interview
<input type="checkbox"/>	Lieah	[REDACTED]		September 10, 2016 at 08:35 PM	Interview
<input type="checkbox"/>	Nina	[REDACTED]		September 11, 2016 at 06:31 PM	Interview

Actions ▾

- GENERAL
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Import Application Data
 - Export results
- BULK
 - Move to Posting
 - Move in Workflow**
 - Download Applications as PDF
 - Create Document PDF per Applicant

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7)

Postings / ... Applicant Review / Bulk Workflow Status Change

Editing: Workflow States for 2 Applicants

Applicant	Current State	Change for all applicants	Reason
Tyler	Interview	Select a workflow state... Select a workflow state... Interviewed – Not Selected Additional Interview Requested	
Francis	Interview	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 / ... Applicant Review / Bulk Workflow Status Change

Editing: Workflow States for 2 Applicants

Change for all applicants: Interviewed – Not Selected

Other (must provide explanation)

Applicant	Current State	New State	Reason
Tyler	Interview	Interviewed – Not Selected	Other applicants have more experience (must identify experience) Explanation: average of 3 years' additional experience.
Francis	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**.

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

Saved Searches Search Hide Search Options

Add Column: Add Column

Draft Application?:

Active/Inactive: Inactive Active

Workflow State: Under Review by HR Under Review by Dept / Committee Interview Requested **Interview**

Primary Phone:

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.

Ad hoc Search

Ad hoc Search Save this search?

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

Actions

- GENERAL
- Review Screening
- Question Answers
- Download Screening Question Answers
- Import Application Data
- Export results
- BULK
- Move to Posting
- Move in Workflow**



11) Select "Additional Interview Requested" next to **Change for all applicants**. Click **Save changes**. You and the hiring manager will receive an email from PeoplAdmin, when the additional interviews have been approved.

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

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

Editing: Workflow States for 3 Applicants

Applicant	Current State	Reason
Samantha [redacted]	Interview	Additional Interview Requested
Lieah [redacted]	Interview	Additional Interview Requested
Nina [redacted]	Interview	Additional Interview Requested

Change for all applicants

- Additional Interview Requested
- Select a workflow state...
- Interviewed - Not Selected
- Additional Interview Requested

Save changes Cancel

