## Moving Applicants within the Workflow – Search Committee Chair

## From Under Review by Dept/Committee to Not Selected for Interview or Interview Requested

Once the committee has identified those candidates with whom they would like to conduct a first round interview, 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 <u>PeopleAdmin</u> with your YSU portal credentials.

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USERNAME   Password	E Log In		
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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.

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	Home Poetings Hiring Proposals My Profile Help	Peter
		ou have 0 messages. Current Group: Search Committee Chair • logout
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3)	Enter the	Applicants	portion o	of the	posting	by clic	king the <i>l</i>	Applicants	tab.

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-10)	William			July 13, 2016 at 10.44 AM	Under Review by Dept / Committee	Actions v	
10	Stephanie			July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	Actions ~	
-0	Allison			July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Actions w	

4) By default, the applicants shown are those in the Workflow State of "Under Review by Dept/Committee".

	See how Posting looks to Applicant						
	Position Type: Professional/Administrative Department: Ctr for Human Services Dev	Created by: Megan Owner: Human Reso	urces				Print Preview (Applicant View)     Print Preview     Im
	Summary History Applicants	Reports Hir	ring Proposals Associated	Position Description			
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	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)		
	Heather			July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions ~	
	Katherine			July 13, 2016 at 09:05 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 09:52 AM	Under Review by Dept / Committee	Actions 🗸	
	Allison			July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Actions 🗸	
	Sarah			July 14, 2016 at 05:09 PM	Under Review by Dept / Committee	Actions 🗸	

## Not Selected for Interview

5) Provide information regarding those applicants whom you are *not requesting to interview*. This information is critical because Equal Opportunity will either approve or disapprove the requested interviews based on your rationale. Click the top check box and all applicants on the first page will be selected, then unselect those applicants that you *will* be requesting to interview on the first page.

Postings / Profe	essional/Administrative / Asso	ciate Director, Center for	Human Services Developme	nt (Posted) / Applicant Review					
Position Position Professic Departm Services Summary	Posting: Associate Director, Center for Human Services Development (Professional/Administrative) Current Status: Forded Position Type: Professional/Administrative Department: CP for Human Services Dev Summary   Hatary Reports   Heing Proposal   Associated Position Description								
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2	Heather			July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions 🗸			
	Katherine			July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Actions 🗸			
	William			July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions 🗸			
8	Stephanie			July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	Actions 🗸			

6) With all applicants that you are not requesting to interview on the first page selected, hover over the large orange **Actions** button and select *"Move in Workflow"* under the **Bulk** heading.

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	Add Column: Workflow State:	Add Column Draft Reviewed by HR Under Review by HR Under Review by Dept	/ Committee	^ *		
arch Committee	o View X					ŧ
Search Commit	ttee View* 😫			← Previous 7 2 Next →		Actions v GENERAL Review Screening
	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Question Answers
	Heather			July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Download Screening Question Answers
	Katherine			July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Import Application Data
	William			July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Export results
	Stephanie			July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	BULK Move to Posting
	Allison			July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Move in Workflow
	Sarah			July 14, 2016 at 05:09 PM	Under Review by Dept / Committee	Download Applications as
	Rick			July 15, 2016 at 10:20 AM	Under Review by Dept / Committee	Create Document PDF per
	Timothy			July 15, 2016 at 03:55 PM	Under Review by Dept / Committee	Applicant
	Bianca			July 15, 2016 at 04:29 PM	Under Review by Dept / Committee	Actions
	Fric			July 18, 2016 at 10:32 AM	Under Review by Dant / Committee	Actions
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	Mary			July 20, 2016 at 10:12 AM	Under Review by Dept / Committee	Actions v
	Audra			July 20, 2016 at 05:56 PM	Under Review by Dept / Committee	Actions v
	Erica			July 20, 2016 at 10:01 PM	Under Review by Dept / Committee	Actions v

7) Select "*Not Selected for Interview*" from the drop down menu next to the phrase "*Change for all applicants*".



8) After "*Not Selected for Interview*" is applied, PeopleAdmin will ask for a specific reason that each candidate was not selected for an interview. You must make a selection in **both** of the "*Change for all applicants*" drop downs before you begin entering the individual reasons for each applicant. If you do not make a selection in those two drop downs, 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.

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Postings / / Associate Director, Center for Human Services Development / Applicant Review / Bulk W	Vorkflow Status Change		
Editing: Workflow States for 30 Applicants			
Change for a	Il applicants Not Selected for Inte	rview * Please se	iect ·
		Please se Does not	ket meet minimum qualifications (must identify minimum qualification(s) not met)
Applicant	Current State	New State Meets min Other app	imum qualifications but not selected for interview due to lack of preferred qualification(s) (must identify preferred qualification(s) not met) licants have more experience (must identify experience)
Healther	Under Review by Dept / Committee	Not Selected Unable to Applicant	contact for interview with the second s
Katherin	Under Review by Dept / Committee	Not Selected Declined i	nterview (severalization)
William F	Under Review by Dept / Committee	Not Selected for Intervie	w * Please select *
Stephan	Under Review by Dept / Committee	Not Selected for Intervie	w* Please select *
Allson	Under Review by Dept / Committee	Not Selected for Intervie	w* Please select
Sarah	Under Review by Dept / Committee	Not Selected for Intervie	w* Please select *
Rick	Under Review by Dept / Committee	Not Selected for Intervie	w* Please select *
Timothy	Under Review by Dept / Committee	Not Selected for Intervie	w* Please select
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Tonia	Under Review by Dept / Committee	Not Selected for Intervie	w*   Please select *

9) Using a combination of the drop down choices and the Explanation free form field, provide a brief, specific explanation as to why you have not selected each of these applicants and then click Save changes.

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Applicant Current State	New State		Presen
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## **Interview Requested**

10) Left are those candidates that you are requesting to interview. Check the top box to select all applicants on the page.

**NOTE:** You may need to click your browser's refresh button to ensure that the applicants have finished moving to their new Workflow State.

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Post	tings / Professional/Administrative / Associate Director, C	enter for Human Services Development (Poste	ed) / Applicant Review			
	Posting: Associate Director, Co Current Status: Posted Postion Type: Profession/Administrative Posterios Dav Summary History Applearts Reports	enter for Human Services	s Development (Professional/	(Administrative)		★ See how Posting looks to Applicant     → Print Provise (Applicant Vew)     → Print Provise     ♥ Print Provise     ♥ I III
I	Sense Searchan v Add Column: Worklaw State: Dark Belevand by Under Review Under Review	Aft by HR by Dept / Committee	↓ Q. Hide Search Options ↓ ・ ・ ・			
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ø	Katherine	Ju	aly 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Actions 🗸	
	William	Jul	aly 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions 🗸	
۲	Stephanie	Ju	uly 14, 2016 at 09:52 AM	Under Review by Dept / Committee	Actions 🛩	

11) With the boxes checked, hover over the large orange **Actions** button and click "*Move in Workflow*" in the **Bulk** section.

Search Cor	nmittee View 🗙					¥
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				← Previous 1 2 Next →		GENERAL
						Review Screening
1	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Question Answers
	Heather			July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Download Screening
	Katherine			July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Question Answers
	William			July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Export results
	Stephanie			July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	BULK Move to Posting
	Allison			July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Move in Workflow
	Sarah			July 14, 2016 at 05:09 PM	Under Review by Dept / Committee	Download Applications as
	Rick			July 15, 2016 at 10:20 AM	Under Review by Dept / Committee	Create Document PDF per
	Timothy			July 15, 2016 at 03:55 PM	Under Review by Dept / Committee	Applicant
	Bianca			July 15, 2016 at 04:29 PM	Under Review by Dept / Committee	Actions ~
	Eric			July 18, 2016 at 10:32 AM	Under Review by Dept / Committee	Actions ~
	Ty-Juan			July 18, 2016 at 12:52 PM	Under Review by Dept / Committee	Actions ~

12) On the new screen you will move the selected applicants to the Workflow State of "*Interview Requested*". Select *Interview Requested* from the drop down menu to the right of the phrase "**Change for all applicants**", then, click the **Save changes** button. After you save the changes, you are returned to the **Applicants tab**.

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Postings / / Associate Director, Center for Human Services Develop	ment / Applicant Review / Bulk World	fow Status Change	fou have 0 i	messages. Current Group: Search Committee Chair • Kopoul
Editing: Workflow States for 4 Applicants			+	
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	Sisrah Ty-Juor	Under Review by Dept / Committee Under Review by Dept / Comhittee	Interview Flaquested *	
				Save changes Cancel

13) The Equal Employment Opportunity team will receive an email indicating it is time for them to review the requested candidates.

田 か ヴ キ <b>・</b> ・	Interviews Requested - Message (HTML)				100 - 00 ×
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The Search Committee Chair for the position of approved, move applicants forward in the workf	Senior Financial Analyst has moved applicants with flow. If you have concerns, please follow up with the	in the Applicant Tracking System workflow Search Committee Chair prior to moving a	<ol> <li>Please log in to <u>https://jobs.ysu.ed</u> ny applicants forward in the workfl</li> </ol>	hu'ltr to review the posting an ow.	ad corresponding applicants. If
I nank you!					

14) When Equal Opportunity has approved the requested interviews, the Search Committee Chair will receive an email that will be the cue to move forward with scheduling the interviews. If Equal Opportunity requires more information regarding a candidate, or candidates, they will contact you directly.



Office of Human Resources