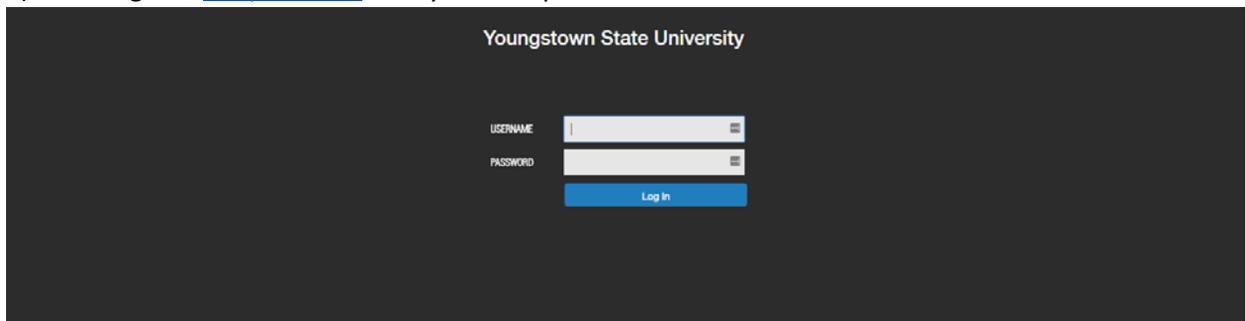


## Moving Applicants within the Workflow – Search Committee Chair

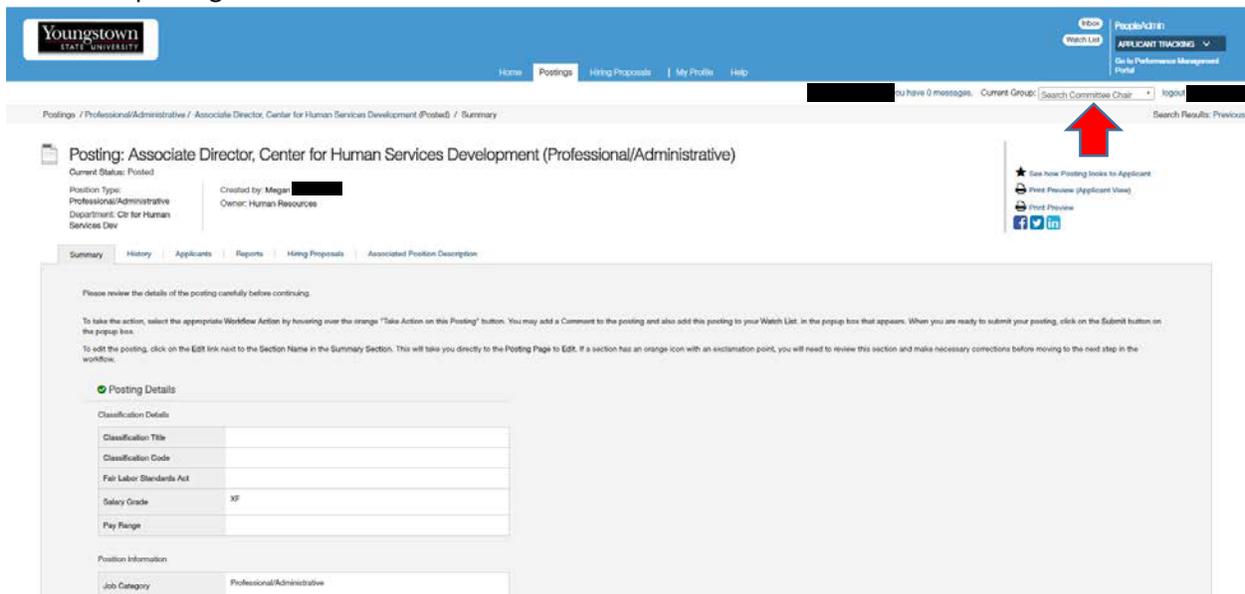
### From **Under Review by Dept/Committee** to **Not Selected for Interview** or **Interview Requested**

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 [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 [REDACTED]  
 Owner: Human Resources

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

Search Committee View

First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Actions
Heather	[REDACTED]		July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions
Katherine	[REDACTED]		July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Actions
William	[REDACTED]		July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions
Stephanie	[REDACTED]		July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	Actions
Allison	[REDACTED]		July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Actions

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

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 [REDACTED]  
 Owner: Human Resources

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

Workflow State: Under Review by Dept / Committee

First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Actions
Heather	[REDACTED]		July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions
Katherine	[REDACTED]		July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Actions
William	[REDACTED]		July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions
Stephanie	[REDACTED]		July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	Actions
Allison	[REDACTED]		July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Actions
Sarah	[REDACTED]		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 / Professional/Administrative / Associate Director, Center for Human Services Development (Posted) / Applicant Review

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: Megar [REDACTED]  
 Owner: Human Resources

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

Search Committee View

Search Committee View

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Actions
<input checked="" type="checkbox"/>	Heather	[REDACTED]		July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Katherine	[REDACTED]		July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	William	[REDACTED]		July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Stephanie	[REDACTED]		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.

Search Committee View

Search Committee View

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Actions
<input checked="" type="checkbox"/>	Heather	[REDACTED]		July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Katherine	[REDACTED]		July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	William	[REDACTED]		July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Stephanie	[REDACTED]		July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Allison	[REDACTED]		July 14, 2016 at 12:01 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Sarah	[REDACTED]		July 14, 2016 at 05:09 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Rick	[REDACTED]		July 15, 2016 at 10:20 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Timothy	[REDACTED]		July 15, 2016 at 03:55 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Bianca	[REDACTED]		July 15, 2016 at 04:29 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Eric	[REDACTED]		July 18, 2016 at 10:32 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Ty-Juan	[REDACTED]		July 18, 2016 at 12:52 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Tonia	[REDACTED]		July 19, 2016 at 11:15 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Mary	[REDACTED]		July 20, 2016 at 10:12 AM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Audra	[REDACTED]		July 20, 2016 at 05:56 PM	Under Review by Dept / Committee	Actions
<input checked="" type="checkbox"/>	Erica	[REDACTED]		July 20, 2016 at 10:01 PM	Under Review by Dept / Committee	Actions

Actions

- Individual
- 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

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

Postings / ... / Associate Director, Center for Human Services Development / Applicant Review / Bulk Workflow Status Change

Editing: Workflow States for 30 Applicants

Change for all applicants

Select a workflow state...  
 Not Selected for Interview  
 Interview Requested

Reason State

Applicant	Current State	New State	Reason
Heather	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Katherine	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
William	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Stephan	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Alison	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Sarah	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Rick	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Timothy	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Blanca	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Eric	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Ty-Juan	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Toni	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Mia	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Audri	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Eric	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Elizabeth	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Michol	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Corey	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...
Tiffan	Under Review by Dept / Committee	Select a workflow state...	Select a workflow state...

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.**

Postings / ... / Associate Director, Center for Human Services Development / Applicant Review / Bulk Workflow Status Change

Editing: Workflow States for 30 Applicants

Change for all applicants

Not Selected for Interview

Please select...  
 Please select...  
 Does not meet minimum qualifications (must identify minimum qualification(s) not met)  
 Meets minimum qualifications but not selected for interview due to lack of preferred qualification(s) (must identify preferred qualification(s) not met)  
 Other applicants have more experience (must identify experience)  
 Unable to contact for interview  
 Applicant withdrew application  
 Declined interview  
 Other (must provide explanation)

Applicant	Current State	New State	Reason
Heather	Under Review by Dept / Committee	Not Selected	Please select...
Katherine	Under Review by Dept / Committee	Not Selected	Please select...
William	Under Review by Dept / Committee	Not Selected for interview	Please select...
Stephan	Under Review by Dept / Committee	Not Selected for interview	Please select...
Alison	Under Review by Dept / Committee	Not Selected for interview	Please select...
Sarah	Under Review by Dept / Committee	Not Selected for interview	Please select...
Rick	Under Review by Dept / Committee	Not Selected for interview	Please select...
Timothy	Under Review by Dept / Committee	Not Selected for interview	Please select...
Blanca	Under Review by Dept / Committee	Not Selected for interview	Please select...
Eric	Under Review by Dept / Committee	Not Selected for interview	Please select...
Ty-Juan	Under Review by Dept / Committee	Not Selected for interview	Please select...
Toni	Under Review by Dept / Committee	Not Selected for interview	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.

Editing Workflow States for 3 Applicants

Change for all applicants:  Not Selected for Interview

Applicant	Current State	New State	Reason
[Redacted]	Under Review by Dept / Committee	Not Selected for Interview	Does not meet minimum qualifications (must identify minimum qualification(s) not met) Explanation: Does not have 3 years experience.
[Redacted]	Under Review by Dept / Committee	Not Selected for Interview	Meets minimum qualifications but not selected for interview due to lack of preferred qualification(s) (must identify preferred qualification(s) not met) Explanation: Does not have Master's degree.
[Redacted]	Under Review by Dept / Committee	Not Selected for Interview	Other applicants have more experience (must identify experience) Explanation: Does not have 3 years related experience.

Buttons: Save changes, Cancel

### 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.

Posting: Associate Director, Center for Human Services Development (Professional/Administrative)

Current Status: Posted

Position Type: Professional/Administrative  
Department: Ctr for Human Services Dev

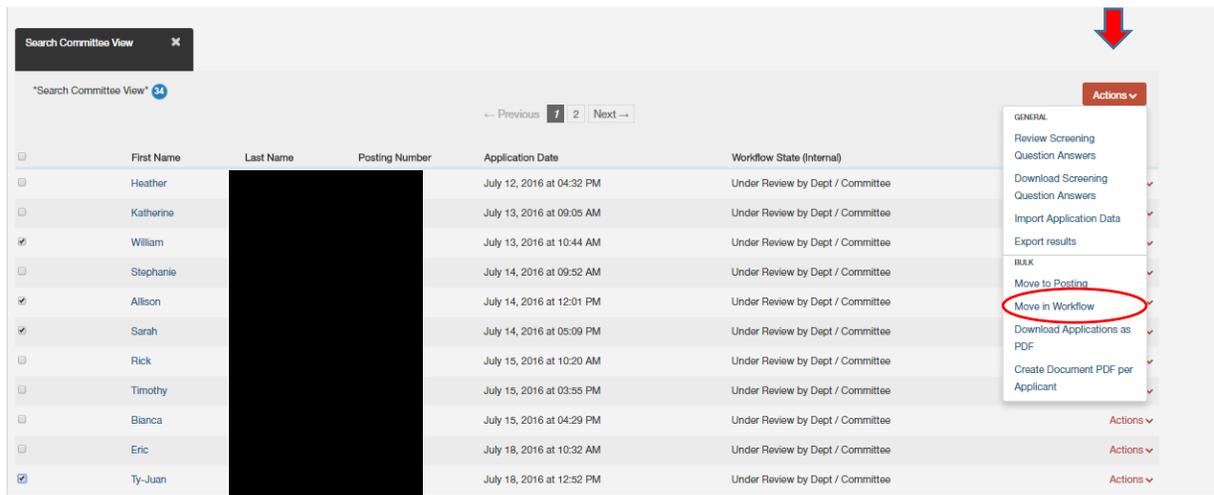
Created by: Megar [Redacted]  
Owner: Human Resources

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

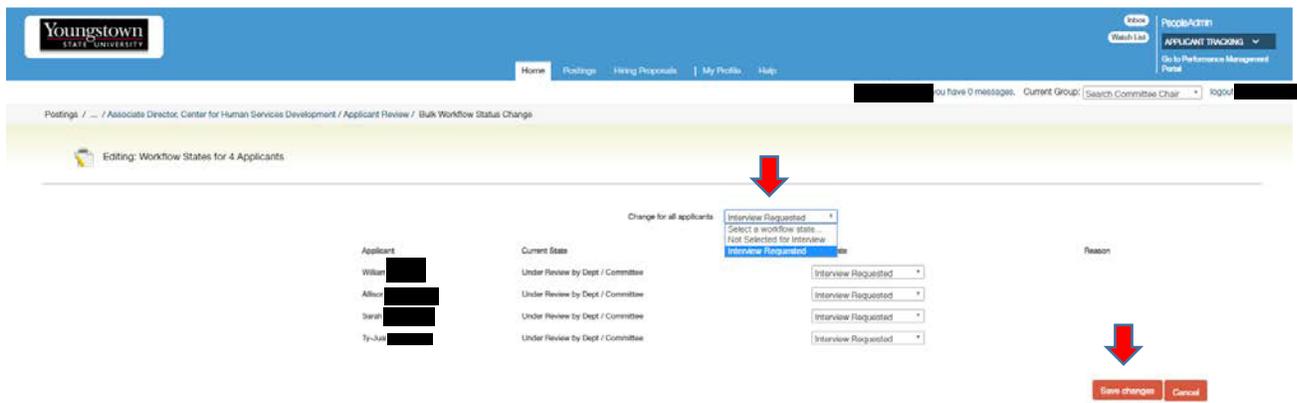
Search Committee View

First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Actions
Heather	[Redacted]	[Redacted]	July 12, 2016 at 04:32 PM	Under Review by Dept / Committee	Actions
Katherine	[Redacted]	[Redacted]	July 13, 2016 at 09:05 AM	Under Review by Dept / Committee	Actions
William	[Redacted]	[Redacted]	July 13, 2016 at 10:44 AM	Under Review by Dept / Committee	Actions
Stephanie	[Redacted]	[Redacted]	July 14, 2016 at 09:52 AM	Under Review by Dept / Committee	Actions

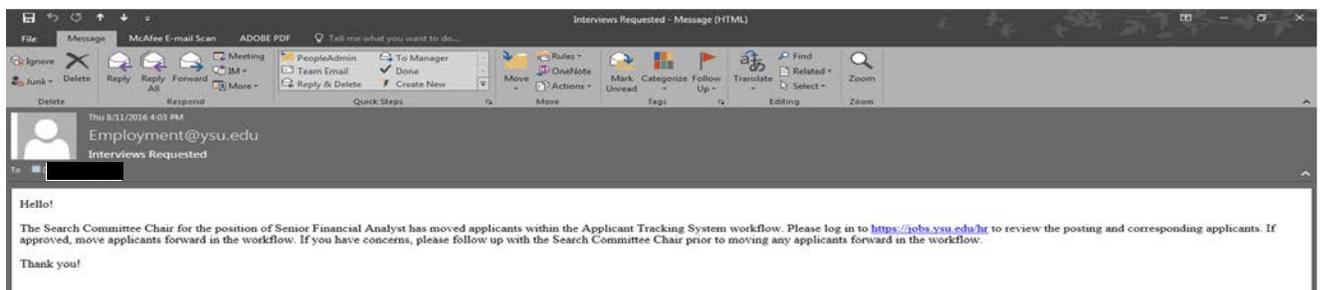
11) With the boxes checked, hover over the large orange **Actions** button and click “*Move in Workflow*” in the **Bulk** section.



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.



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



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.

