Managing Applicants Steps
EHRA Non-Faculty

Steps on Viewing Applications and Changing Workflow States

Viewing an Individual Application

Step 1 Hover over the **Postings** tab and select **EHRA Non-Faculty** from the drop-down box.

Step 2 Find the correct posting and click on the title.

Step 3 Click on the Applicants tab of the posting.

Step 4 Click on the name of the applicant to view application materials. Scroll down to the bottom of the page to view additional documents as single PDFs. Click **Generate** to generate a combined document with application, and all additional documents as a single PDF.

Viewing Multiple Applications

Step 1 Hover over the **Postings** tab and select **EHRA Non-Faculty** from the drop-down box.

Step 2 Find the correct posting and click on the title.

Step 3 Click on the Applicants tab of the posting.

Step 4 Click on the check box(es) next to the name of applicant(s) you would like to review. Click the top check box to select all applicants on the page.

Step 5 Hover over the Actions button. Select **Download Applications as PDF.**

Step 6 In the pop up box, select the document types you would like to review. Click **Submit.** A single PDF will open in your window.

Step 7 Save PDF file to your desktop so you may take actions in PeopleAdmin as desired.

Selecting Applicants for Interview – Assistant/Coordinator

Step 1 Hover over the **Postings** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct posting and click on the title.

Step 3 Click on the Applicants tab of the posting.

Step 4 Following the direction of the Search Committee Chair, place a check mark next to each applicant that is NOT moving forward in the process. Select the Actions button above the Actions column and Move in Workflow to **Not Under Active Consideration.** In the second drop down menu select the appropriate reason why. Click **Save Changes.**

Step 5 Back on the applicants tab of the posting, place a check mark next to the remaining applicants that are moving forward in the process. Select the Actions button above the Actions column and Move in Workflow to **Preliminary Interview**. Click **Save Changes.**

Step 6 Hover over the orange **Take Action on Posting** button and select **EEO Analysis.**

NOTE: You will receive an email once the interview pool has been reviewed by HR. Log into the system to review the pool and any second Look applicants. If your Second Look candidates are equally qualified to the least qualified person that you are interviewing, then you will need to interview these candidates. If not, move them in the workflow to Not Selected for Interview and choose the appropriate reason why.

Selecting Applicants for Final Interview – Assistant/Coordinator

Step 1 Hover over the **Postings** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct posting and click on the title.

Step 3 Click on the Applicants tab of the posting.

Step 4 Following the direction of the Search Committee Chair, place a check mark next to each applicant that is NOT moving forward in the process. Select the Actions button above the Actions column and Move in Workflow to **Preliminary Interview, Not Advanced.** In the second drop down menu select the appropriate reason why. Click **Save Changes.**

Step 5 Back on the applicants tab of the posting, place a check mark next to the remaining applicants that are moving forward in the process. Select the Actions button above the Actions column and Move in Workflow to **Final Interview**. Click **Save Changes.**

Step 6 Hover over the orange **Take Action on Posting** button and send to the **Search Reviewer.**

Approving Final Interview Pool – Search Reviewer

Step 1 Hover over the **Postings** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct posting and click on the title.

Step 3 Click on the Applicants tab of the posting.

Step 4 Search Reviewer approves applicants for Final Interview. Hover over the orange **Take Action on Posting** and select **Approved, Send to HR.**

Analysis of Candidates – Assistant/Coordinator

Step 1 Hover over the **Postings** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct posting and click on the title.

Step 3 Click on the Applicants tab of the posting.

Step 4 Following the direction of the Search Committee Chair, place a check mark next to each applicant that is NOT moving forward in the process. Select the Actions button above the Actions column and Move in Workflow to **Final Interview, Not Advanced Finalist.** In the second drop down menu select the only option, **Evaluate Candidates.** In the text box enter the strengths and weaknesses. Click **Save Changes.**

Step 5 Place check mark next to the finalist(s). Select the Actions button above the Actions column and Move in Workflow to **Finalist**. In the second drop down menu select the only option, **Evaluate Candidates.** In the text box enter the strengths and weaknesses. Click **Save Changes.**

Step 6 Hover over the orange **Take Action on Posting** button and select **Evaluate Candidates.** The analysis of the candidates will be available for the hiring official to use in determining the candidate for hire.

Creating a Hiring Proposal – Hiring Official

Step 1 Hover over the **Postings** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct posting and click on the title.

Step 3 Click on the Applicants tab of the posting.

Step 4 Review strengths and weaknesses of each finalist. Click on the candidate selected for hire in the applicants tab. This will bring you to his or her job application. Hover over the orange **Take Action on Job Application** button and select **Recommend for Hire.**

Step 5 Select **Start Hiring Proposal** from the actions on the right side of the screen (green plus sign).

Step 6 You will be brought to a screen to select a position. If you are hiring for one position out of this posting, the position is preselected for you. If you are hiring an additional applicant from the same posting, search for the position in the search bar. Select the correct position number using the round button next to the position. Click **Select Position Description** at the bottom left of the screen.

Step 7 Fill in the required fields in red for each tab in the hiring proposal.

Step 8 To move the hiring proposal to the next approver, click the orange **Take Action on Hiring Proposal** button and send to the **Search Reviewer.**

Hiring Proposal Approval – Search Reviewer

Step 1 Hover over the **Hiring Proposals** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct hiring proposal and click on the title.

Step 3 Review the details of the hiring proposal.

Step 4 Hover over the orange **Take Action on Hiring Proposal** button and move forward to **Credential Verification.**

NOTE: HR Employment Support will hold the hiring proposal at Credential Verification until the criminal background check results have come back. Once the background check results have been approved, HR will send a justification to the Chancellor for the hire. Upon receiving approval from the Chancellor HR will approve to extend an offer.

Hiring Proposal Approval – Hiring Official

Step 1 The Hiring Official will receive an automated email when a hiring proposal has been approved and you can extend an offer.

Step 2 Once there is an update on the offer (whether it is accepted or declined) you will return to the hiring proposal.

Step 3 Find the Offer Accepted/Declined box in the hiring proposal and enter the appropriate information.

Step 4 Hover over the orange **Take Action on Hiring Proposal** button and select **Approve** if the offer is accepted or **Offer Declined** if it is declined.

Hiring Proposal Approval – Department Budget

Step 1 Hover over the **Hiring Proposals** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct hiring proposal and click on the title.

Step 3 Review the details of the hiring proposal. Department Budget Approvers have the ability to edit funding information if necessary.

Step 4 Hover over the orange **Take Action On Hiring Proposal** button and move to **Approve** to send to Division Approver.

Hiring Proposal Approval – Division Approver

Step 1 Hover over the **Hiring Proposals** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct hiring proposal and click on the title.

Step 3 Review the details of the hiring proposal.

Step 4 To take action on the hiring proposal, click on the orange **Take Action On Hiring Proposal** button and move to **Approve** to send to University Budget.

Hiring Proposal Approval – University Budget

Step 1 Hover over the **Hiring Proposals** tab and select **ERHA Non-Faculty** from the drop-down box.

Step 2 Find the correct hiring proposal and click on the title.

Step 3 Review the details of the hiring proposal. University Budget Approvers have the ability to edit funding information and add comments if necessary.

Step 4 To take action on the hiring proposal, hover over the orange **Take Action On Hiring Proposal** button and move to **Approve** to send to EHRA Employment.

NOTE: Once HR receives this approval *in addition to the hire packet and HR 3.35*, HR will create an appointment letter and send to the candidate. The position will stay open until the signed offer letter is received by HR.