Managing Applicants SHRA

Steps on Viewing Applications and Changing Workflow States

Viewing an Individual Application

Step 1 Click on the **Postings** tab and select **SHRA** 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 his or her application. 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 Click on the **Postings** tab and select **SHRA** 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 next to the name of applicants you would like to review. Click the top check box to select each applicant 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.

Selecting Applicants for Interview – Assistant/Coordinator

Step 1 Click on the **Postings** tab and select **SHRA** 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 Place a check mark next to the applicants that are NOT moving forward in the process. Select the orange Actions button above the Actions column and Move in Workflow to **Not Selected for Interview.** 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 going to be selected for interview. Select the Actions button and Move in Workflow to **Request Approval to Interview.** Click **Save Changes.**

Step 6 Hover over the orange **Take Action on Posting** button and select **Send to HR for Approval.**

Step 7 You will receive an email once the EEO test is complete and the interview pool has been approved by HR. Log into the system to review any Second Look applicants.

NOTE: 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.

Creating a Hiring Proposal – Assistant/Coordinator

Step 1 Click on the **Postings** tab and select **SHRA** 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 Place a check mark next to the candidates NOT moving forward in the process. Select the orange Actions button above the Actions column and Move in Workflow to **Interviewed, Not Hired**. In the second drop down menu select the appropriate reason why. Click **Save Changes.**

Step 5 Click on the name of the candidate for hire. 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 6 In the candidate's job application you will now see a green plus sign and **Start Hiring Proposal**. Click on this link to begin the hiring proposal.

Step 7 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 8 Fill in the required fields in red for each tab in the hiring proposal.

Step 9 To move the hiring proposal to the next approver, click the orange **Take Action on Hiring Proposal** and send to **Department Budget**.

NOTE: You should send the criminal background check release form to your candidate at this point if you have not already done so. The hiring proposal will not progress until the background check results have come back.

Hiring Proposal Approval – Department Budget

Step 1 Click on the **Hiring Proposals** tab and select **SHRA** 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 To take action on the hiring proposal, click on the orange **Take Action On Hiring Proposal** button and send to **Division Approver**.

Hiring Proposal Approval – Division Approver

Step 1 Click on the **Hiring Proposals** tab and select **SHRA** 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 send to **University Budget.**

Hiring Proposal Approval – University Budget

Step 1 Click on the **Hiring Proposals** tab and select **SHRA** 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, click on the orange **Take Action On Hiring Proposal** button and send to **SHRA HR Employment.**

NOTE: HR will then send a justification for the hire to the Chancellor. Upon receiving approval from the Chancellor HR will approve to extend an offer.

Hiring Proposal Approval – Assistant/Coordinator

Step 1 The Assistant/Coordinator 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 To take action on the hiring proposal, click on the orange **Take Action On Hiring Proposal** button and move to **Offer Accepted** or **Offer Declined.**

NOTE: This will alert HR of the update on the offer. If the offer is accepted, HR will create an appointment letter and send to the hired candidate. If the offer is declined, the Assistant/Coordinator should create a new hiring proposal for their second choice candidate, or contact HR to fail the search and repost.