

EHRA APPLICANT WORKFLOW

Applicant statuses can only be adjusted by the assigned Search Chair.

Changing applicant statuses will assist the Search Chair in managing and sorting the applicant pool and will safeguard compliance. **Click [here](#) for the tutorial for changing applicant statuses.**

All applicants begin at the status of Under Review by Search Chair.
HR conducts preliminary screening for Veteran Preference.

STEP 1: DETERMINE MOST QUALIFIED

Qualified – Applicant meets advertised Minimum Qualifications listed in posting.

Does not meet Minimum Qualifications – Applicant does not meet advertised Minimum Qualifications listed in posting.

Search Committee Det’d not as Qualified – Applicant meets advertised Minimum Qualifications listed in posting, but it is determined they do not rank as high amongst qualifications (minimum, areas of interest, experience, etc).

STEP 2: DETERMINE PRELIMINARY INTERVIEWS (OPTIONAL)

Phone/Video Conference Interview – Preliminary Interview (Optional)

Move remaining applicants to:
Qualified - Not Hired (Select Reason Code)

After Preliminary Interviews:
Candidates moving forward must be transitioned to **Phone/Video Interviewed-Remains Under Consideration** to move forward.

Candidates not moving forward must be moved to **Phone/Video Interviewed-No Longer Under Consideration** (Select Reason Code)

STEP 2 CONTINUED: EEO/COMPLIANCE APPROVES FINAL INTERVIEWS

Selected for Interview Requires Compliance/EEO Approval – Applicants must be transitioned to this status prior to being contacted for Final interviews (Phone, Zoom, or On-Campus).

This status is owned by Compliance/EEO and requires Compliance/EEO to complete the interim review, supply the AA/EEO statistical data to the Search Chair, and to approve the Search Committee to proceed with the interview stage.

STEP 3: FINAL INTERVIEWS CONDUCTED

Applicant moved to status of **On-Campus Interview** by HR Compliance/EEO.

Please note "On-Campus" represents final interview (Zoom included).

STEP 4: FINALISTS/RECOMMEND FOR HIRE DETERMINED (SEARCH CHAIR WILL NEED TO FOLLOW GUIDANCE FROM HIRING AUTHORITY)

Finalist – Search Chair recommends Finalist(s) to the Hiring Authority for approval. Hiring Authority receives system email.

or

Recommend for Hire – Search Chair moves Applicant to Recommended for Hire.

Move remaining applicants to **Interviewed - Not Hired** (Select Reason Code)

STEP 5: HIRING AUTHORITY COMPLETES HIRING PROPOSAL

Hiring Authority Initiates Hiring Proposal in PeopleAdmin. **Click [here](#) for the tutorial for starting a Hiring Proposal.**

WHAT TO KNOW

- Hiring Authority can be a Hiring Manager, Dept Head, Dean Director, or VC.
- Applicants are not automatically notified when applicant statuses are changed.
- Applicants changed to any status of not qualified, no longer under consideration, or not hired will be moved to an inactive list but can still be accessed and reactivated if needed.
- Other workflow statuses may be applicable during the progression of the search.
- Applicants are automatically notified of the posting status when HR moves the posting to Filled at the completion of the search.
- PeopleAdmin offers several options for the Search Chair to send a system auto-generated email to applicants. Click [here](#) for the user guide for quick step instructions.