MANAGING APPLICANTS

Updated August 2020

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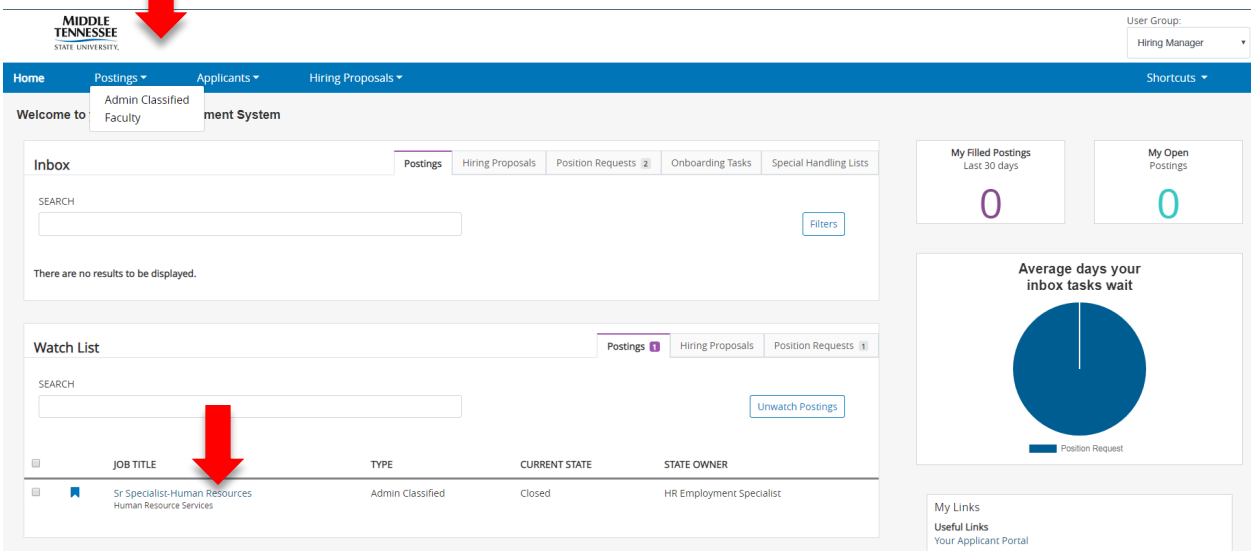
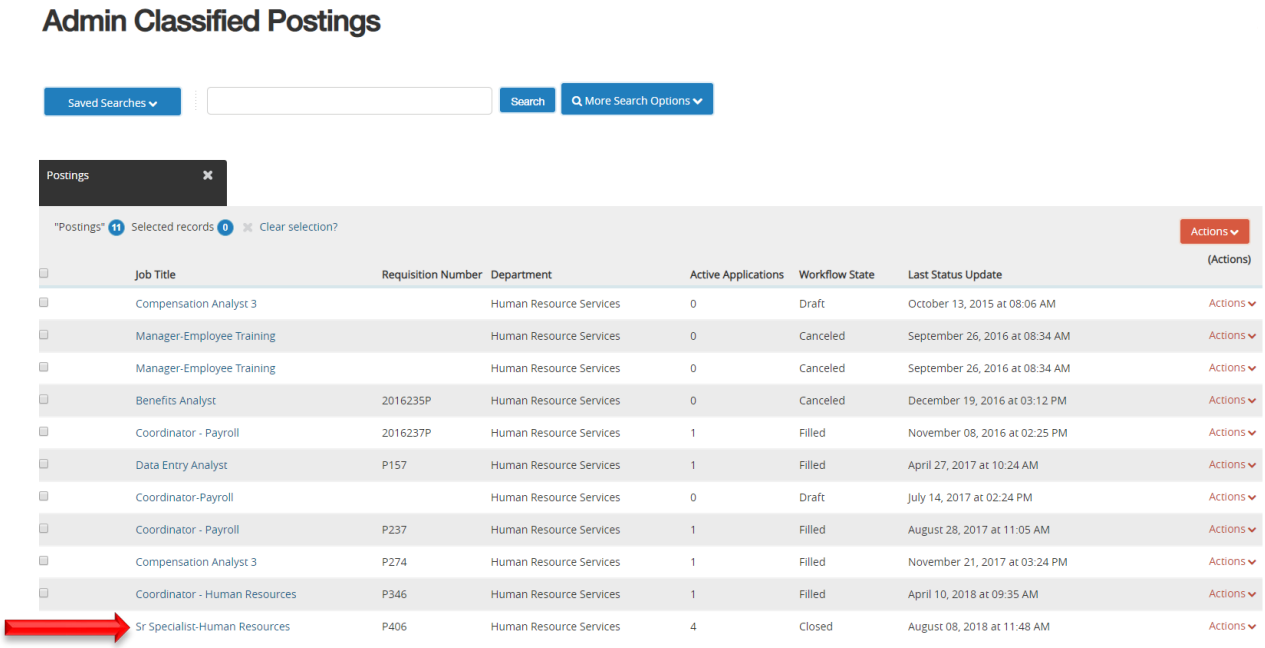
Managing Applicants

To begin, login to the site at https://mtsujobs.mtsu.edu/hr/shibboleth and change your user type to Hiring Manager. On the Home Page, click on **Postings**, Select **Admin Classified.** *If you have saved the posting to your watch list, you can click on the link in your watch list to see the posting (see directly below).*



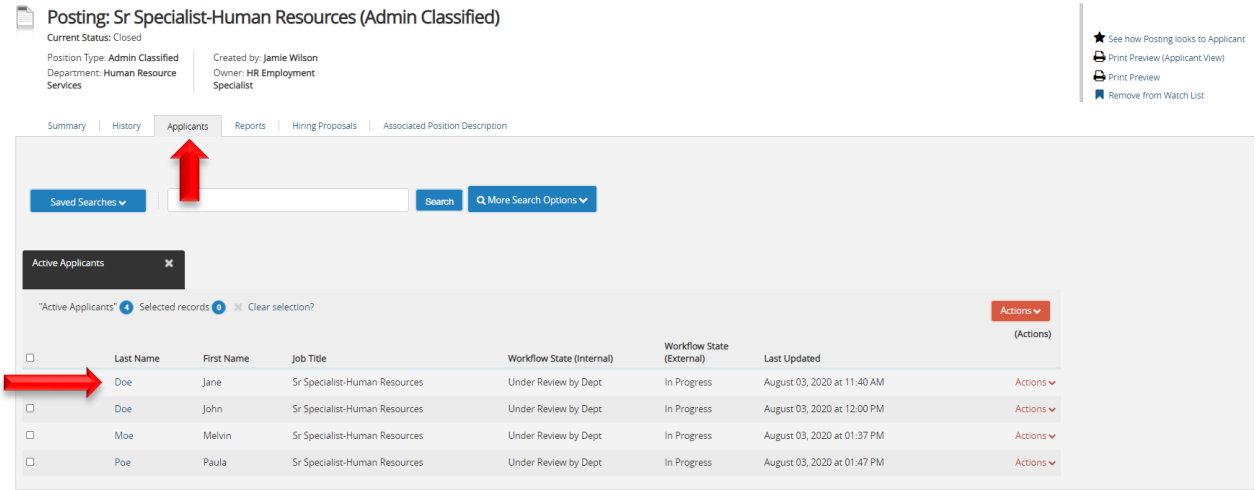
Once selected, all Admin Classified Postings assigned to you will be listed. Click on the position's title to view the posting and applicants.



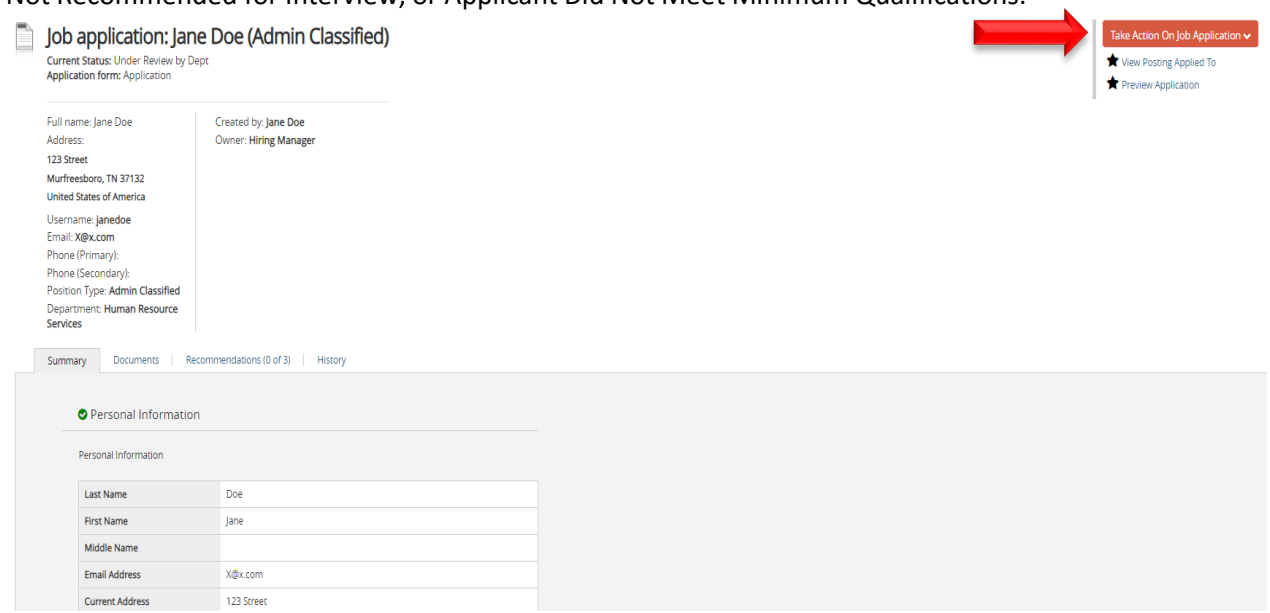
Review Applicants & Change Workflow State Individually

(To change the workflow state in bulk, proceed to page 4).

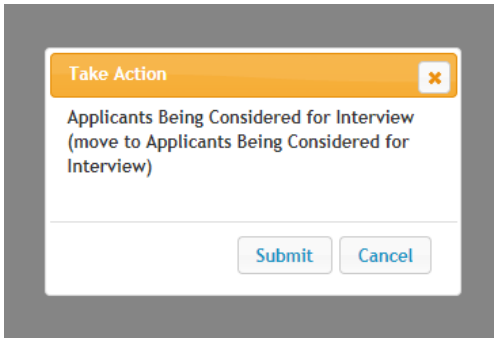
Click on the Applicants tab to be directed to the list of applicants. Click on the last name of the first applicant to begin reviewing the application.



Review the application and attached documents. Hover over the **Take Action on Job Application** button to select the appropriate workflow state: Applicants Being Considered for Interview, Applicant Not Recommended for Interview, or Applicant Did Not Meet Minimum Qualifications.



A pop-up box will appear to confirm the particular action. Click **Submit**.



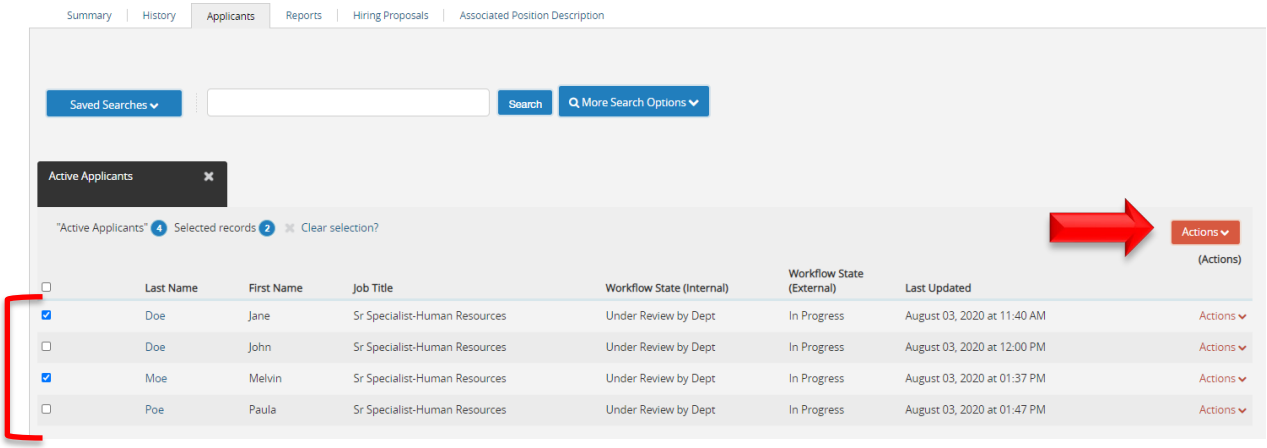
To view the next applicant, Click **Next** in the upper right hand corner.

Continue the above steps until all applicant materials have been reviewed and the workflow state changed.

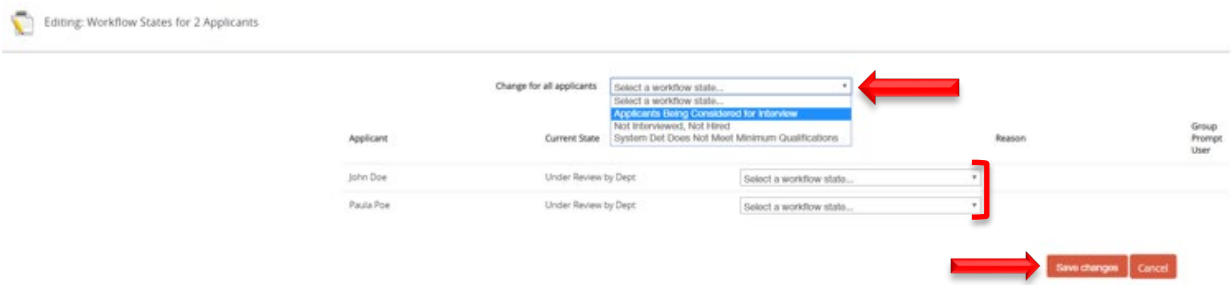
Change Workflow State in Bulk

(To review applicants and change the workflow state individually, refer to page 3).

To move applicants in bulk select the applicants that you want to take action on by clicking the box to the left of each name. Click on the **Actions** button above the applicant list, and select **Move in Workflow** (not pictured).



Select the desired workflow from the dropdown box: **Change for all applicants**. On this screen you may also change each applicant to a different workflow state once you select an overall workflow state. Click **Save Changes**.

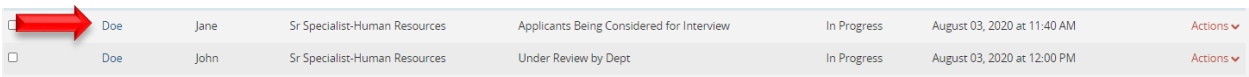


Evaluative Criteria – Administrative Positions with Search Committees Only

When an applicant is moved to the workflow state of Applicant Being Considered for Interview the Evaluative Criteria should be completed by clicking on the **Evaluate Applicant** link. Applicants can be evaluated individually or in bulk. *If you do not have a search committee or the posting is classified, please proceed to Equity & Compliance Approval on page 6.*

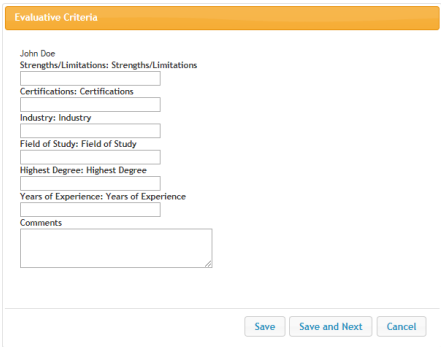
Evaluate Applicants Individually

Click on the applicant's name to enter the application.



In the top, right corner, click on the **Evaluate Applicant** link.

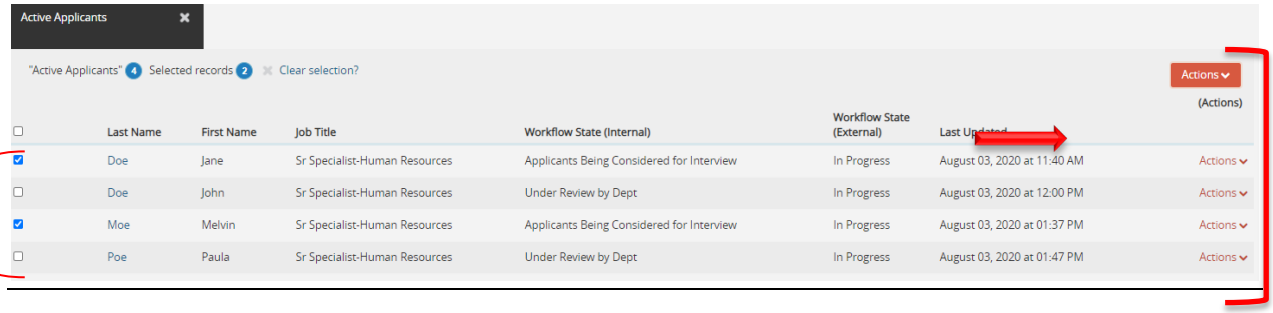
Enter the evaluative information requested and click **Save**. Continue the above steps for each applicant.



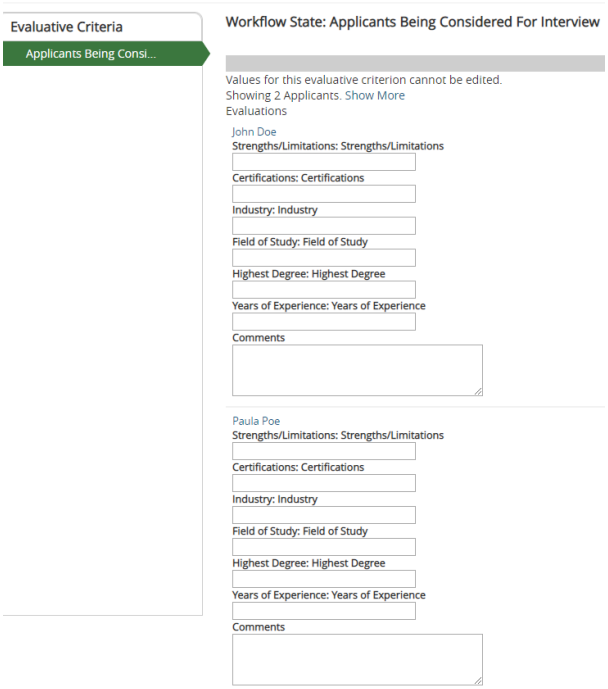
Evaluate Applicants in Bulk

Click on the box next to the candidates with the Workflow State of Applicants Being Considered for Interview. Hover over the **Actions** button and select **Evaluate Applicants**.

Mark candidates being considered for interview

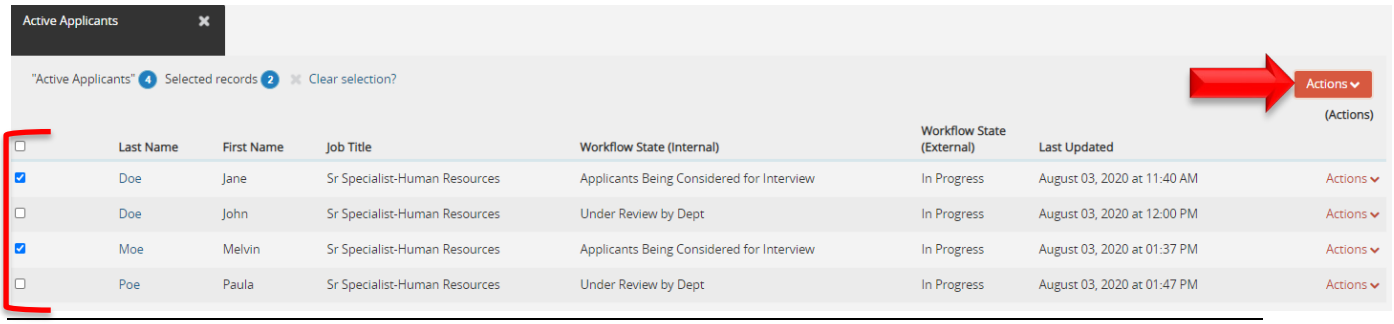


Enter the evaluative information requested for each applicant and click **Save** (not pictured).

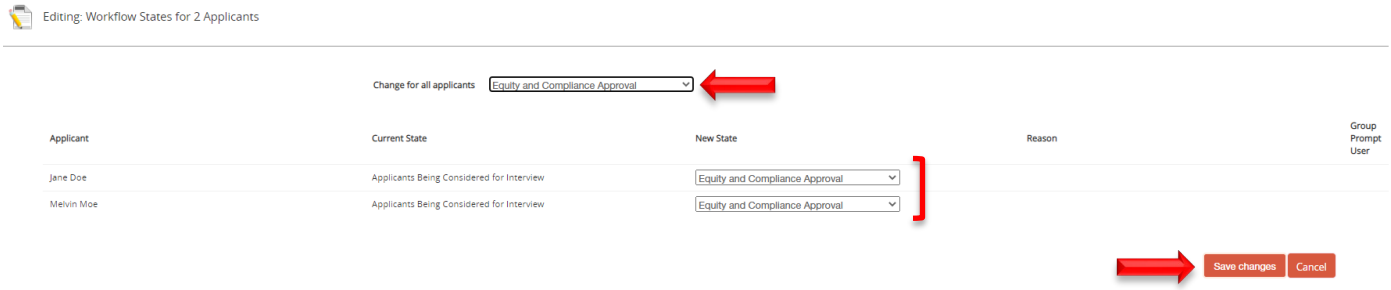


Equity and Compliance Approval

The applicants to be interviewed should be in the workflow state of "Applicant Being Considered for Interview". These applicants require the approval of Equity and Compliance. To move the applicants to this workflow state in bulk, click the box next to the applicants with the Applicants Being Considered for Interview Workflow State. Click on the **Actions** button above the applicants, and select **Move in Workflow** (not pictured).



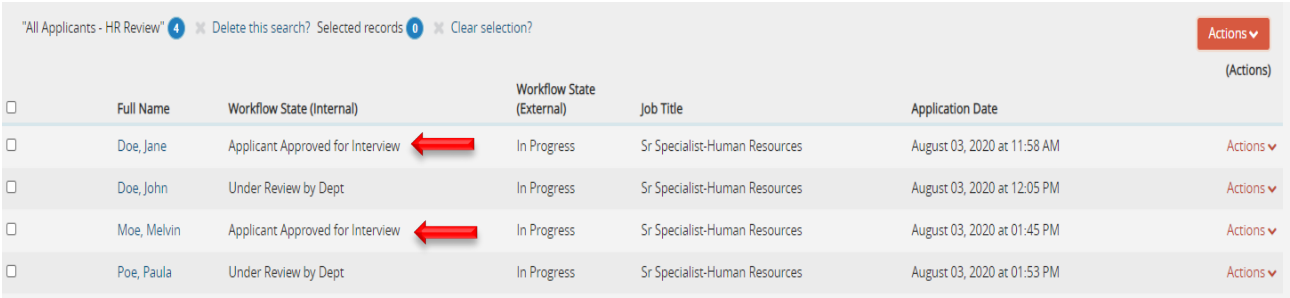
From the Change for all applicants drop down menu, select the workflow state: Equity and Compliance Approval. This will change the state for all listed. Click **Save Changes**.



NOTE: There is no automated notification process for this segment of PeopleAdmin. Please call or email the Equity and Compliance Office to notify them the applicant pool is awaiting interview pool approval.

Applicants Approved for Interview

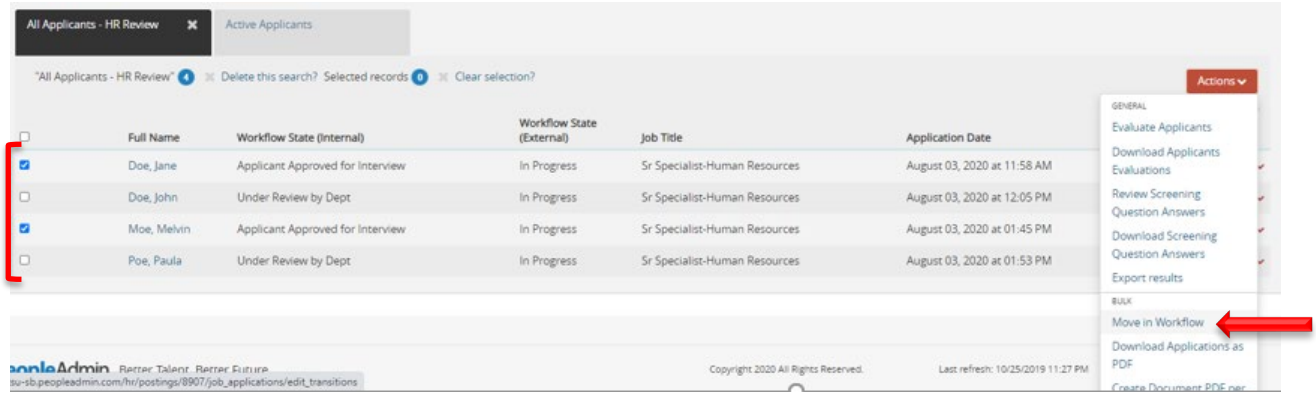
Equity and Compliance will review the pool of applicants submitted as well as the other applicants for the position. They may add or remove applicants from the pool. Equity and Compliance will change the workflow state of the applicants approved for interview to "Applicant Approved for Interview." For those not approved, the workflow state will be changed to "Applicant Not Approved for Interview." Equity and Compliance will notify you when the pool is approved. Only applicants approved by Equity and Compliance may be interviewed for the position. To review the applicants approved, click on the posting and then click on Applicants tab. The applicant list will display the workflow state.



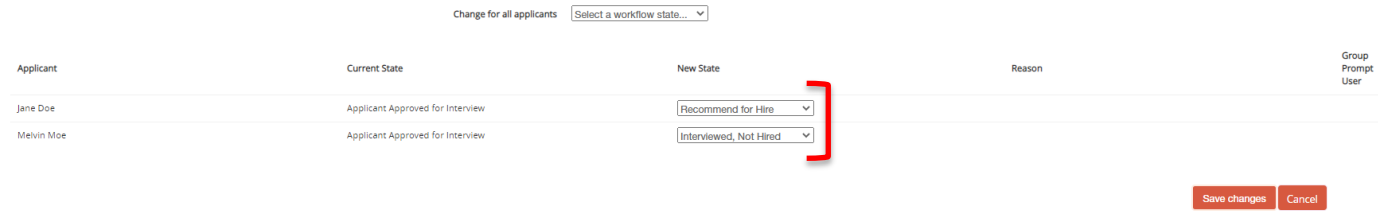
Proceed with contacting the applicants for interviews. During the interview process, please inform the applicants that an email providing instructions on how to submit a background check electronically will be sent if given further consideration for the position.

Selection of Applicant for Hire

Upon selection of hire, select all the applicants approved for interview by clicking on the box by the Last Name and hover over the **Actions** button and select Move in Workflow.



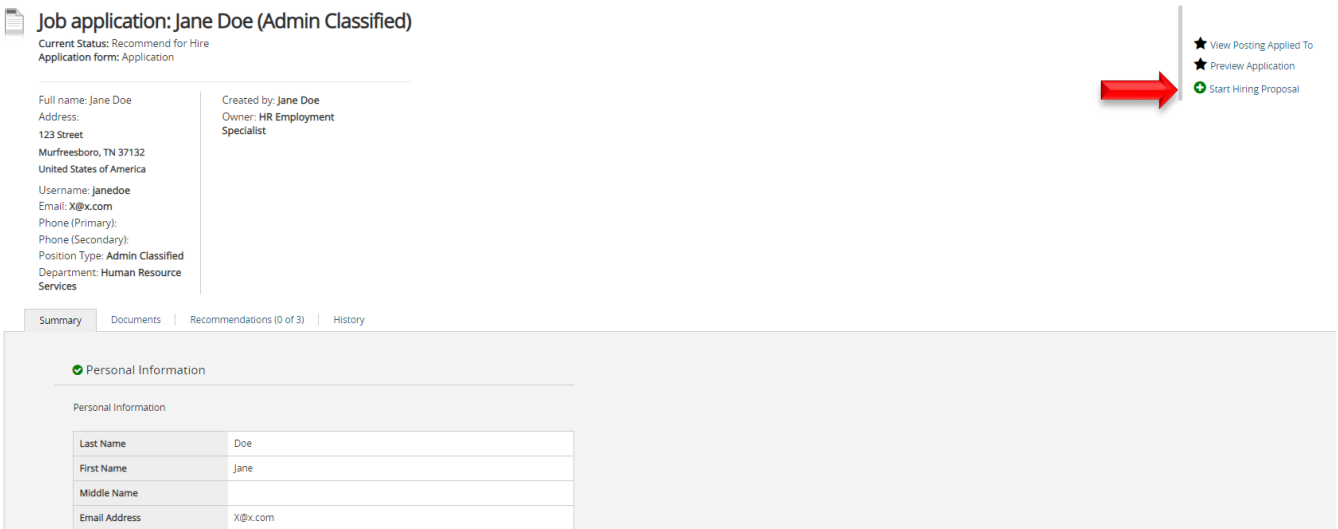
For each applicant, select the appropriate workflow state (Interviewed, Not Hired; Recommend for Hire; Withdrawn; Not Interviewed, Not Hired). Click on **Save Changes**. You will be directed back to the applicant list.



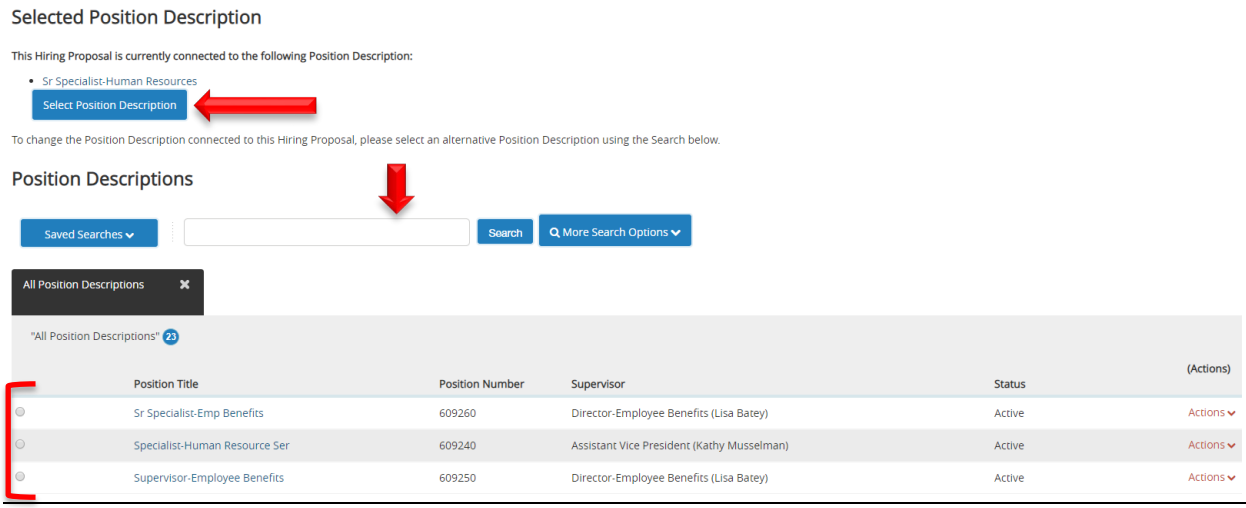
Complete Hiring Proposal

Once the recommended applicant is changed to the Workflow State of "Recommend for Hire," click on the applicant's last name to complete the hiring proposal.

You will be directed to the recommended applicant's application summary. In the top, right corner, click on the **Start Hiring Proposal** link.

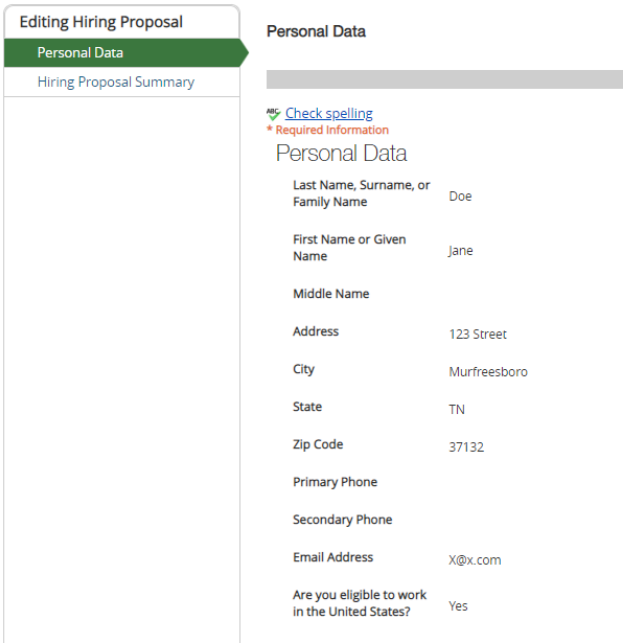


Select the position description that the recommended candidate will be seated in if hired. The position used in the posting will be easily accessible at the top. **Note:** *If you are filling multiple positions within the one posting, you may select a different position by entering the position number in the search field or choose from the list by clicking on the radio button next to the appropriate title*. Click the **Select Position Description** button.



You will receive the following message: If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated. Click **OK**.

The Hiring Proposal form will open. The *Personal Data* at the top of the form will be filled in from the application.

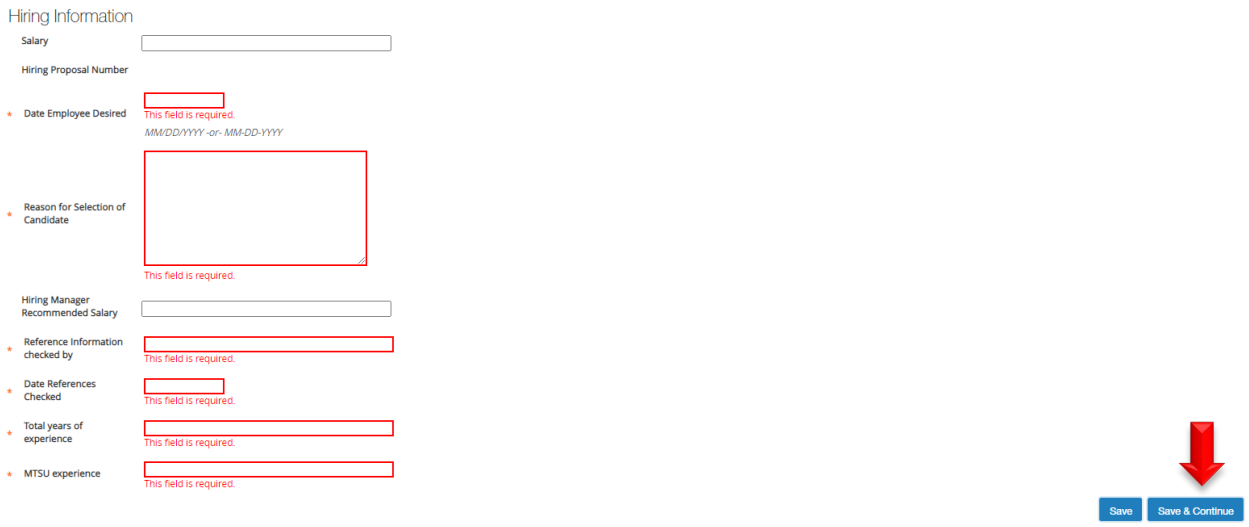


The *Position Information* in the middle of the form will populate from the position description. If the position is part-time please complete the number of hours per week information.

Position Information

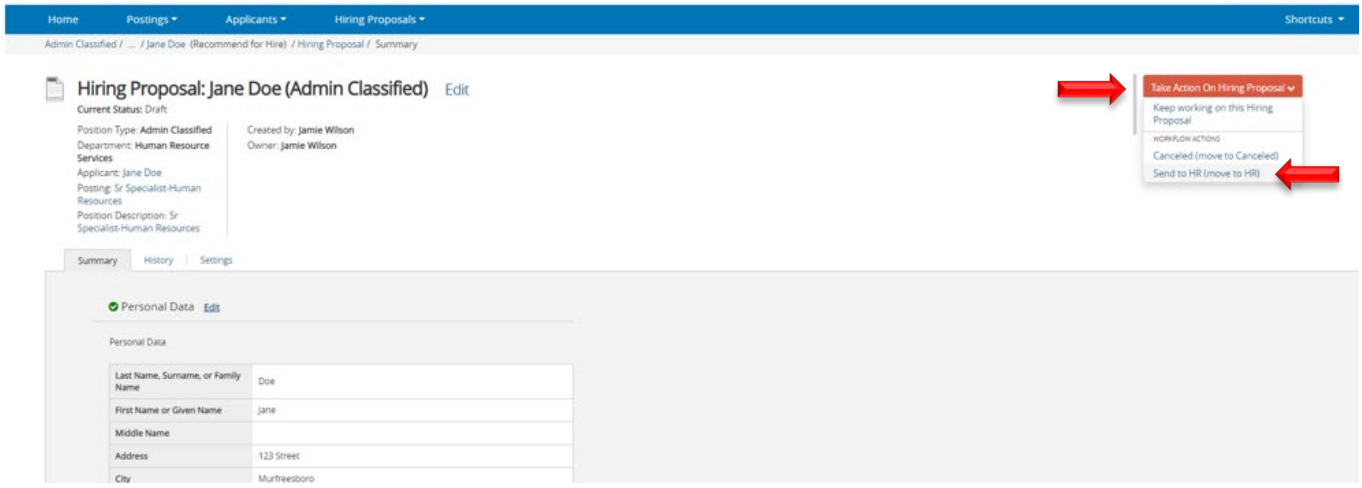
Requisition Number	P720
Position Title	Sr Specialist-Human Resources
Position Number	609060
Title Code	39402
Pay Grade/Skill Level	050
Employing Department	Human Resource Services
Salary Range	
Job Type	Full Time
If part-time, please list hours per week	
Required Qualifications	Bachelors degree in Human Resources, Business Administration, or related field.
Knowledge, Skills, and Abilities	Knowledge: - HRS programs – Banner HR, PeopleAdmin Employment & Classification, similar software programs - In depth knowledge of HR processes - Federal and State employment laws - MTSU, Board of Trustees and HR employment policy - Personal computer, MS office Word, Excel, etc. - Interpret complex and technical data, prepare effective recommendations
Is this a new position?	No
ECLS	AD
Is this position Grant Funded?	No
Index Number	x
Home Department Org	x
Reporting Org Unit	

The *Hiring Information* at the bottom of the form should be completed by the Hiring Manager. The required fields are outlined in red. Click **Save & Continue** to continue.

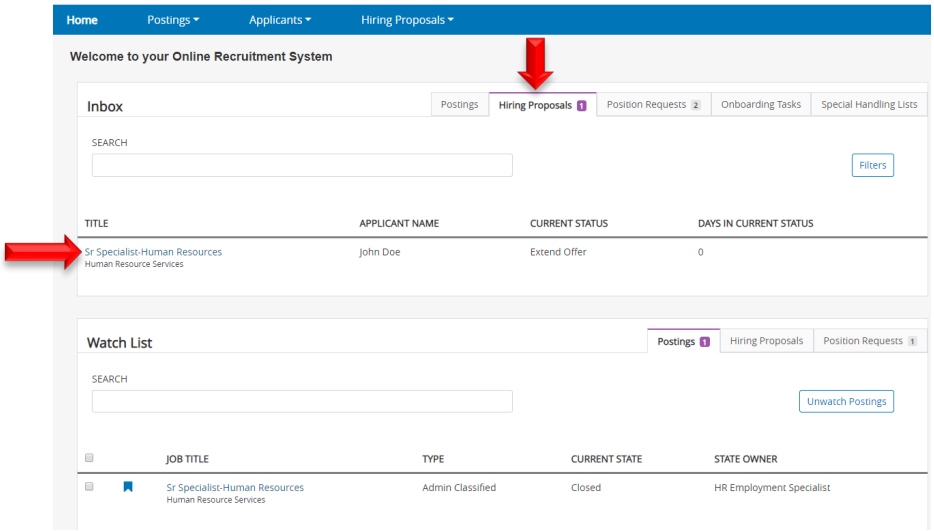


Hiring Proposal Summary

The Hiring Proposal Summary will give you a chance to edit the information before sending for approval. Hover over **Take Action On Hiring Proposal.** Click on **Send to HR.** A confirmation box will appear. Click **Submit**.



The Hiring Proposal will proceed through the approval process. The background check and wages will be assigned by Human Resources. The Hiring Proposal will then be submitted to Equity and Compliance for Review and Approval. Once approved by Equity and Compliance, the Hiring Proposal will be submitted to the Executive User for review and approval. Once the Executive User approves, the Hiring Manager will be notified via email that the Hiring Proposal has been approved and the Hiring Manager may offer the position to the candidate. Once notified via email, log into PeopleAdmin. You will have a Hiring Proposal in your **Inbox** on your Home Page. Click on the **Hiring Proposal** tab and click on the Position Title link to open the Hiring Proposal.

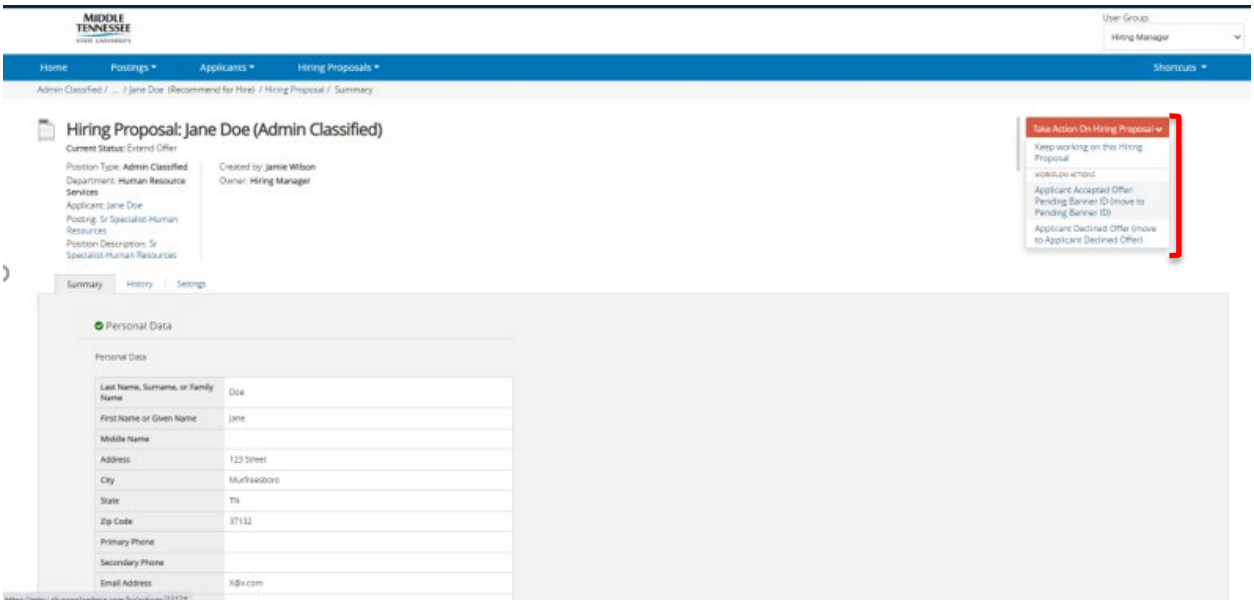


The Hiring Proposal will show the HR Recommended and Approved Salary at the bottom of the form. This is the salary that you are authorized to offer. Exceptions will also be noted in this area.

Hiring Information

Salary	$39,025
Hiring Proposal Number	2018091HP
Date Employee Desired	10/01/2018
Reason for Selection of Candidate	Interviewed well. Knowledgeable in HR.
Hiring Manager Recommended Salary	
Reference Information checked by	X
Date References Checked	08/09/2018
Total years of experience	6
MTSU experience	0

Change the status of the Applicant to Applicant Accepted Offer or Applicant Declined Offer by hovering over the **Take Action on Hiring Proposal** button. A pop-up box will appear to confirm the action. Click **Submit**.



If the offer is accepted, please notify Jamie Wilson at Jamie.Wilson@mtsu.edu of the official start date of the employee so that an appointment can be scheduled with benefits and the posting closed out.