Phone (page 1 & 2) and On-Campus Interview Process (page 3-5)

User Groups: Search Committee Chair, Hiring Manager, Chair or Director and Department Support

Purpose: Indicates which applicants were phone interviewed and/or moved forward for approval of campus interviews.

Click **JOBS** tab

Click ‘Job Title’
Choose from Phone Interview Process list choices:

**Scheduled** – phone interview is scheduled (If you selected this option, you must follow up with one of the following statuses - Complete/No Longer Considered or Complete/Request On-Campus Interview)

**Withdrew** – applicant withdrew when contacted for phone interview

Select ‘Select Disposition’ to enter ‘Disposition Code’ – choose from drop down menu list

**Complete - No Longer Considered** – completed phone interview – not recommended for campus interview

Select ‘Select Disposition’ to enter ‘Disposition Code’ – choose from drop down menu list

**Complete - Request On-Campus Interview approval** – Do not use (Administrative & Classified Staff searches only)

**Not Needed/Request On-campus Interview approval** – Do not use (Administrative & Classified searches only)

**Request College/Dept Review (faculty)** – phone interview completed or not needed and recommended for On-Campus interview

Click Save.
Requesting On Campus Interviews

Once you have selected all applicants to be interviewed on campus by marking the status as ‘Request College/Dept Review’, upload rationale memo and send an email to the Department Chair/Director requesting review and approval. A rationale memo must be uploaded into the HireTouch for their review.

Uploading your rationale memo:
Click ‘Upload a Document’ from Action menu on right side

Complete the Name field by typing ‘Request to Interview Rationale Memo’
Select ‘Request to Interview Rationale Memo’ from the drop down menu in the Document Type field
Click ‘Browse’ and find your rationale memo on your hard drive
Click ‘Save’
Send Correspondence to Department Chair/Director:

Click ‘Send Correspondence’ from Action menu on right side

Change Template from drop down list

Select ‘RTI – Committee to Dept Chair/School Director-Faculty’
Insert the Department Chair/School Director email address into the TO: field. Other recipients can be added to the CC and BCC if you wish to send a copy of the email. Click 🔍 to search recipients or type email address in box.

Click the drop down menu in the ‘Job Documents’ field and scroll to find your ‘Request to Interview Rationale Memo’ to attach your rationale memo. Click on the document and then Click ✉️ Attach.

Prepopulated text is loaded. You may add additional comments.

Click ✉️ Send.
If you chose **Withdraw** or **Complete/No Longer Considered**, the applicant status will be changed to ‘Declined in Review’.

Select ‘Select Disposition’ to enter ‘Disposition Code’

Choose from drop down menu list the appropriate reason for why applicant was declined in review. Click **Save**.