Request to Interview Approval – Department Chair/School Director

**User Group:** Department Chair/School Director

**Purpose:** You will receive an email indicating that the Department Chair/School Director is being requested to approve applicants for on-campus interviews. Department Chair/School Director will review all applicant documents, rationale memo and approve/deny request for campus interviews. Upload Chair/Director memo for supporting denial of applicants.

Click **JOBS tab**

Click ‘Job Title’
To view applicants make sure your view tab in the drop down box is showing ‘Hiring Manager/Dept Chair or Director – Faculty’.

Review applications by selecting Image in the Docs column. This will open the pdf of application materials for review.
Other view option:
Click ‘applicant name’
View each category by clicking ⊕ to expand the box. Click on document titles to open documents individually.

Click ‘View Applicants by Job’ in the Job Details menu on the right side of the screen to get back to all applicants in job.
Click in the Chair/Director Request to Interview column

Choose from On Campus Request Process List
   Approved (use in circumstances of by invitation)
   Approved Tier 1
   Approved Tier 2
   Not Approved

Click Save

Note – if someone was not moved forward to request to interview and the Dept Chair/Director would like them to now include them in the on-campus interviews, the Search Chair or Department Support will need to change applicant to ‘Request On-Campus Interview’ and resend an email before Dept Chair/Director can approve them.
If there are applicants that are ‘Not Approved’ from the request list, create and upload a Chair/Director RTI memo supporting denial of applicants for interviews. If no denials, skip these instructions on uploading the memo and move to – ‘When all are approved’ on page 7.

Uploading your Chair/Director RTI memo:
Click ‘Upload a Document’ from Action menu on right side:

Complete the Name field by typing ‘Chair/Director RTI Memo’
Select ‘Chair/Director RTI Memo’ from the drop down menu in the Document Type field
Click ‘Browse’ and find your memo on your hard drive
Click ‘Save’
When all are approved:

Click ‘Send Correspondence’ (Send notification to the Dean that review has been completed and their approval is needed)

Change Template from drop down list
Select ‘RTI – Dept Chair/School Director to Dean (or designee) – Faculty’
Complete necessary fields –

‘To’ add Dean or Designee’s email address by clicking 💌 icon and searching for name

‘CC’ add other email addresses by clicking 💌 icon and searching for name

Attach Request to Interview rationale by clicking the drop down box for Job Documents, select document and click the attach 📄 icon. If you have a Chair/Director RTI memo, select and click attach icon to include as attachment. Default text is included in the body of the email. You may add other instructions or comments.

Click ✉️ Send.