Request to Interview Approval – Provost

User Group: Provost

Purpose: The Provost will receive an email indicating that the Dean has approved applicants for on-campus interviews along with the EEO certification and request the Provost’s review for approval. The Provost will review all applicant documents, EEO information, rationale memo and approve/deny request for campus interviews. Rationale memo will be attached to the email sent to the Provost. Notification will be sent to the HR Equity & Diversity Officer.

Click 'Job Title'

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To view only applicants being requested for on-campus interviews, make sure your view tab in the drop down box is showing ‘Provost Applicant View’. If you wish to review all applicants, choose ‘Dean Applicant View’ from drop down.

Review applications by selecting Image
Other view option:
Click ‘applicant name’

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee Status</th>
<th>Completed Docs</th>
<th>Letter of References Received</th>
<th>Screening</th>
<th>Request To</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Applicant 1, Testing</td>
<td>No In Process</td>
<td>09/01/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Applicant 2, Testing</td>
<td>No In Process</td>
<td>09/01/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Applicant 4, Testing</td>
<td>No In Process</td>
<td>09/01/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test 1, BGSU</td>
<td>No Submitted</td>
<td>09/01/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tester, Lori</td>
<td>No Submitted</td>
<td>09/01/15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
EEO information can be viewed for all applicants on the Dean’s view:

Use filer options to see selected demographics. This may aid in getting accurate counts of each demographic area to include in the EEO certification email. You can choose single or multiple selections. Then click ‘go’.
Click ‘Clear’ to see all applicants and clear out selection.

To approve each applicant, Click in the Provost’s Review column.
Choose from On Campus Request Process List
- Approved (to be used for 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 Provost would like them to include them in the 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, Dean and Provost can approve them.
When all are approved:

Click ‘Send Correspondence’ (Send notification to HR Equity & Diversity Officer that review has been completed and review & approval is needed)

Change Template from drop down list
Select ‘RTI – Provost Certification to HR Equity & Diversity Officer - Faculty’
Complete necessary fields –

‘To’ automatically populated to display HR Equity & Diversity Officer’s email

‘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 to select document and click the attach 📃 icon. Default text is included in the body of the email. You may add additional information to the email body.

Click ✉️Send