

# On-Campus Interviews Completed

**User Groups:** Search Committee Chair, Hiring Manager, Department Support

**Purpose:** This process will reflect the committee's decision on outcome of interview.

Click **JOBS** tab

The screenshot shows the HireTouch dashboard with the following sections:

- Navigation:** HOME, **JOBS**, APPLICANTS, RESOURCES
- Notifications:**
  - HIRETOUCH NOTIFICATIONS: No New Notifications
  - BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS: GO LIVE, Test Content
- APPLICANTS BY MONTH:** A bar chart showing a high volume of applicants in December.
- CLIENT NOTIFICATIONS:** GO LIVE
- SYSTEM NOTIFICATIONS:** No New Notifications
- CLOCK:** Thursday, December 12th, 2013, 5:18:54 PM
- VIEWED JOBS:**

Date	Time	Job ID	Title
Dec 12	3:32 PM	3782	Communications Manager
Dec 12	1:07 PM	3788	Communications Manager
Dec 11	6:15 PM	3790	Communications Manager
Dec 11	5:39 PM	3789	Staff Accountant
Dec 9	11:25 AM	3786	Manager, Library Information Technology Services
Dec 3	3:47 PM	3784	Technology Support Specialist

Click 'Job Title'

The screenshot shows the 'My Jobs' page with the following details:

- Navigation:** HOME, **JOBS**, APPLICANTS, RESOURCES
- Search:** Search [GO] [CLEAR] - Job Status - - Location - [GO] [CLEAR]
- Job List:**

TITLE	REQUISITION	STATUS	LOCATION	POSTING	OFFER
Business Analyst	3780	Posted	BGSU Main Campus	●	
Communications Manager	3782	Posted	BGSU Main Campus	●	
Communications Manager	3788	Recruitment Request Pending	BGSU Main Campus	●	
Manager, Library Information Technology Services	3786	Recruitment Request Pending	BGSU Main Campus	●	
Staff Accountant	3789	Recruitment Request Pending	BGSU Main Campus	●	
Technology Support Specialist	3784	Recruitment Request Pending	BGSU Main Campus	●	
University Paralegal	3785	Recruitment Request Pending	BGSU Main Campus	●	
- Footer:** Records 1-7 of 7 | First | Previous | Next | Last | Per Page 25 | Font Size: A A A

Click  in Interview column

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - [Approval Pending](#)

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

\*All Job Applicants - Faculty

Search    Advanced Search Date Applied  User Status  Application

NAME	PROGRESS				SCREENING	REQUEST TO INTERVIEW REVIEW				HIRING				
	EMPLOYEE	DOCS	STATUS	COMPLETED	REFERENCE LETTERS	COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROVOST	OED APPROVAL	SCHD ON-CAMPUS INTERVIEW	APPROVAL	BACKGR
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/01/16										
<input type="checkbox"/> External Applicant 2, Testing	No		Hired	09/01/16										
<input type="checkbox"/> External Applicant 4, Testing	No		In Process	09/01/16										
<input type="checkbox"/> Test 1, BGSU	No		Submitted	09/01/16										
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/20/16										
<input type="checkbox"/> Tester, Lori	No		Submitted	09/01/16										

Records 1-6 of 6 | [First](#) | [Previous](#) | [Next](#)

Choose from On-Campus Interview Status choices

**Not Started** – do not use

**Complete/No Longer Considered** – campus interview completed and no longer considering a viable applicant

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

**Completed** – interview completed

**Withdraw** – candidate withdrew during interview process

Click  Save

**Schedule On-Campus Interview Process**

STATUS	DATE	USER
Scheduled	Fri 9/9/16 at 3:32 PM	Lori Smith
Not Started	Fri 9/9/16 at 3:29 PM	Lori Smith

Update Status

Status:  Not Started  
 Completed - No Longer Considered  
 Completed  
 Withdraw

If you chose **Complete/No Longer Considered**, the applicant status will be changed to 'Declined in Review'.

Select 'Select Disposition' to enter 'Disposition Code'

The screenshot shows the BGSU Applicant Tracking System interface. At the top, there is a navigation bar with 'HOME', 'JOBS', 'APPLICANTS', and 'RESOURCES'. Below this, the page title is 'Business Analyst' and the location is 'BGSU Main Campus - Human Resources - Posted'. A message at the top indicates 'Disposition code updated successfully'. The main area displays a table of applicants with columns for NAME, DOWNLOAD DOCS, STATUS, PROGRESS, REVIEW, ON-CAMPUS, and HIRING. The 'STATUS' column shows 'Decline - Interviewed' for Megyn Sweet. A tooltip for the 'Select Disposition' button indicates 'Does not meet minimum requirements'. The bottom of the page shows 'Records 1-3 of 3' and 'Per Page 25'.

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

Click **S** Save .

The screenshot shows a modal dialog box titled 'Update Disposition Code'. It has a 'Disposition Code:' field with a dropdown menu. The dropdown menu is open, showing a list of reasons for declining an applicant. The first option is '\*Select Disposition'. Other options include 'Accepted another position', 'Accepted position but did not report to work', 'Application information incomplete', 'Did not report to interview', 'Does not meet minimum requirements', 'Falsification of information', 'Geographically undesirable', 'Hired', 'Job closed - not filled', 'Less relevant education', 'Less relevant experience', 'Less relevant skills', 'Not among the most qualified', 'Not eligible for hire', 'Offered the position but declined', 'Reference check unsatisfactory', 'Unable to contact', 'Unsuccessful background check', 'Wage required too high', and 'Withdrawn from consideration'. At the bottom of the dialog, there are 'Save', 'Cancel', and 'Close' buttons.