
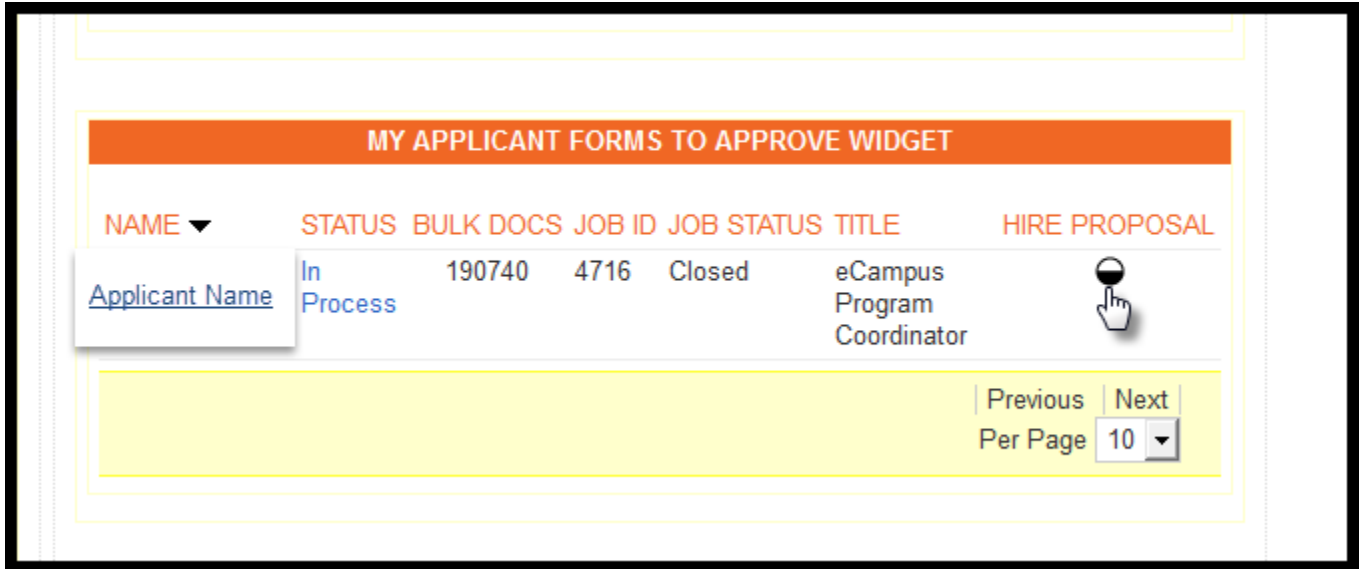


# Approve Faculty Applicant Selection Form

**User Groups:** Approvers, Hiring Manager, Human Resources

**Purpose:** This process approves the Faculty Applicant Selection Form

Click the  in the Hire Proposal Column of the 'My Applicants Forms to Approve Widget'.



## To Review the Hiring Rationale Memo

- If you wish to review the rationale memo, locate the 'View Applicants by Job' link and press 'Ctrl' and the 'View Applicants by Job' link together. That will open a new tab to view the memo.

Recruiter: Disposition Code: Disposition Note: Highest Level of Education: Masters Start Date: Session Date: GSU Work Phone Number: Position #:		<b>Processes</b> Application: Completed 7/25/17 Committee Qualified: 9/8/17 Review: Proceed Phone Interview: Completed - Request 9/8/17 On-Campus Interview approval On-Campus Interview 9/11/17 On-Campus Request: Interview Approved - Tier 1 References: Approved 9/20/17 Schedule On-Campus Interview: Completed 9/20/17 Hire Proposal: Pending Approval 9/28/17 Background Check: In Process 9/29/17																																																																			
DCESS Application Completed Tue 7/25/17 at 11:18 AM Committee Review Qualified: Proceed Fri 9/8/17 at 11:47 AM Phone Interview Completed - Request On-Campus Interview approval Fri 9/8/17 at 11:48 AM Campus Request On-Campus Interview Approved - Tier 1 Mon 9/11/17 at 8:37 AM References Approved Wed 9/20/17 at 2:46 PM Schedule On-Campus Interview Completed Wed 9/20/17 at 11:29 AM Hire Proposal Pending Approval Thu 9/28/17 at 4:04 PM Background Check In Process Fri 9/29/17 at 5:57 PM		<b>Job Details</b> Title: eCampus Program Coordinator Location: BGSU Main Campus Job Category: Admissions and Enrollment Management Department: Online & Summer Academic Programs Organization: Staff - Salaried Workflow: *Default (Staff) Configuration: Job Status: Closed View Applicants by Job Other Jobs * eCampus Program Coordinator (In Process)																																																																			
<table border="1"> <thead> <tr> <th>Applicant Name</th> <th>Due Date</th> <th>Status</th> <th>Completed</th> <th>Recertify</th> <th>Recertified By</th> <th>Recertified On</th> <th>Action</th> <th>Approval</th> <th>Document History</th> <th>Add/Remove Forms</th> </tr> </thead> <tbody> <tr> <td>Employment Application</td> <td>Tue, 8/8/17</td> <td><span style="color: red;">●</span></td> <td>Tue, 7/25/17 at 10:15 AM</td> <td>Recertify</td> <td></td> <td></td> <td>View   Re-generate PDF   Edit</td> <td></td> <td>View History</td> <td>Remove</td> </tr> <tr> <td>Reference Form</td> <td>Tue, 8/8/17</td> <td><span style="color: red;">●</span></td> <td>Tue, 7/25/17 at 10:16 AM</td> <td>Recertify</td> <td></td> <td></td> <td>View   Re-generate PDF   Edit</td> <td></td> <td>View History</td> <td>Remove</td> </tr> <tr> <td>Background Consent</td> <td>Tue, 8/8/17</td> <td><span style="color: red;">●</span></td> <td>Tue, 7/25/17 at 10:17 AM</td> <td>Recertify</td> <td></td> <td></td> <td>View   Re-generate PDF   Edit</td> <td></td> <td>View History</td> <td>Remove</td> </tr> <tr> <td>Voluntary Self-Identification of Ability</td> <td>Tue, 8/8/17</td> <td><span style="color: red;">●</span></td> <td>Tue, 7/25/17 at 10:17 AM</td> <td>Recertify</td> <td></td> <td></td> <td>View   Re-generate PDF   Edit</td> <td></td> <td>View History</td> <td>Remove</td> </tr> <tr> <td>EEO Data Sheet</td> <td>Tue, 8/8/17</td> <td><span style="color: red;">●</span></td> <td>Tue, 7/25/17 at 10:18 AM</td> <td>Recertify</td> <td></td> <td></td> <td>View   Re-generate</td> <td></td> <td>View History</td> <td>Remove</td> </tr> </tbody> </table>				Applicant Name	Due Date	Status	Completed	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms	Employment Application	Tue, 8/8/17	<span style="color: red;">●</span>	Tue, 7/25/17 at 10:15 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove	Reference Form	Tue, 8/8/17	<span style="color: red;">●</span>	Tue, 7/25/17 at 10:16 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove	Background Consent	Tue, 8/8/17	<span style="color: red;">●</span>	Tue, 7/25/17 at 10:17 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove	Voluntary Self-Identification of Ability	Tue, 8/8/17	<span style="color: red;">●</span>	Tue, 7/25/17 at 10:17 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove	EEO Data Sheet	Tue, 8/8/17	<span style="color: red;">●</span>	Tue, 7/25/17 at 10:18 AM	Recertify			View   Re-generate		View History	Remove
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Review the Hiring Rationale Memo in support of the recommended hire.

Click 'Activity' tab

**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 Activity

Search [GO] [CLEAR] Advanced Search Date Applied [v] User Status [v] Application

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

- Bulk Actions -

Records 1-5 of 5 | First | P

The Hiring Rationale Memo should be one of the last few entries in the search. Scroll page to locate the Document Type Hiring Rationale Memo and click on the blue pdf link of the document. Close out document when review is complete.

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

Documents | Correspondence | Events | Notes | Tasks

**\* Due to permission settings on document types, there may be more documents than are listed.**

- Date - [v] All Users [v] [GO] [CLEAR]

DATE	CATEGORY	NAME	TYPE	USER
September 15, 2016				
9:58 AM	Notes	Type notes in this box for all Approvers to see. For example ... This position should not be hired prior to January 1, 2017. Please use position number 00001111.		Lori Smith
September 9, 2016				
4:27 PM	Documents	Hiring Rationale Memo	Hiring Rationale Memo	Lori Smith
4:16 PM	Documents	Faculty Applicant Selection Authorization Form with Approvals USE	Applicant Selection Authorization Form	Lori Smith
4:09 PM	Job Offer Approval Status	In Process		Lori Smith
4:00 PM	Events	On-Campus Interview - Testing External Applicant 1	On-Campus Interview	Lori Smith
3:16 PM	Correspondence	Dean's EEO Certification for Z* Test Assistant Professor, 4493, A&S Dean	Dean (or Designee) RTI Memorandum of Support/EEO Certification	Lori Smith

You can also search for the document by clicking on 'Documents'

HOME PROSPECTS JOBS APPLICANTS POSITION FORMS FORM PACKAGES DOCUMENTS TASKS RESOURCES SETUP

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - Approval Pending

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Click 'Hiring Rationale Memo' in the Document Types drop down box and click 'go'

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

Properties Applicants **Activity** Processes Forms Applicant Review Campaigns Posting Job Prospects

[Documents](#) | [Correspondence](#) | [Events](#) | [Notes](#) | [Tasks](#)

⚠ \* Due to permission settings on document types, there may be more documents than are listed.

🔍   Show Active  Show Archived View by  Hiring Rationale Memo

<input type="checkbox"/>	NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED		NOTES	TASKS
<input type="checkbox"/>	Background Consent - Faculty	Background Consent	Lori Tester	Background Consent.pdf	73 KB	Thu 9/1/16		0	0
<input type="checkbox"/>	Background Consent - Faculty	Background Consent	BGSU Test 1	Background Consent.pdf	73 KB	Thu 9/1/16		0	0
<input type="checkbox"/>	Background Consent - Faculty	Background Consent	Testing External Applicant 4	Background Consent.pdf	75 KB	Thu 9/1/16		0	0
<input type="checkbox"/>	Background Consent - Faculty	Background Consent	Testing External Applicant 2	Background Consent.pdf	74 KB	Thu 9/1/16		0	0
<input type="checkbox"/>	Background Consent - Faculty	Background Consent	Testing External Applicant 1	Background Consent.pdf	74 KB	Thu 9/1/16		0	0
<input type="checkbox"/>	cv	Curriculum Vitae	Testing External Applicant 1	HireTouch Testing CV.pdf	56 KB	Thu 9/1/16		0	0
<input type="checkbox"/>	cv	Curriculum Vitae	Testing External Applicant 2	HireTouch Testing CV 2.pdf	149 KB	Thu 9/1/16		0	0

*(Note: A dropdown menu is open over the 'Hiring Rationale Memo' filter, showing a list of document types with 'Hiring Rationale Memo' selected.)*

Click on the File name to view document

HOME PROSPECTS **JOBS** APPLICANTS POSITION FORMS FORM PACKAGES DOCUMENTS TASKS RESOURCES SETUP

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

Properties Applicants **Activity** Processes Forms Applicant Review Campaigns Posting Job Prospects

[Documents](#) | [Correspondence](#) | [Events](#) | [Notes](#) | [Tasks](#)

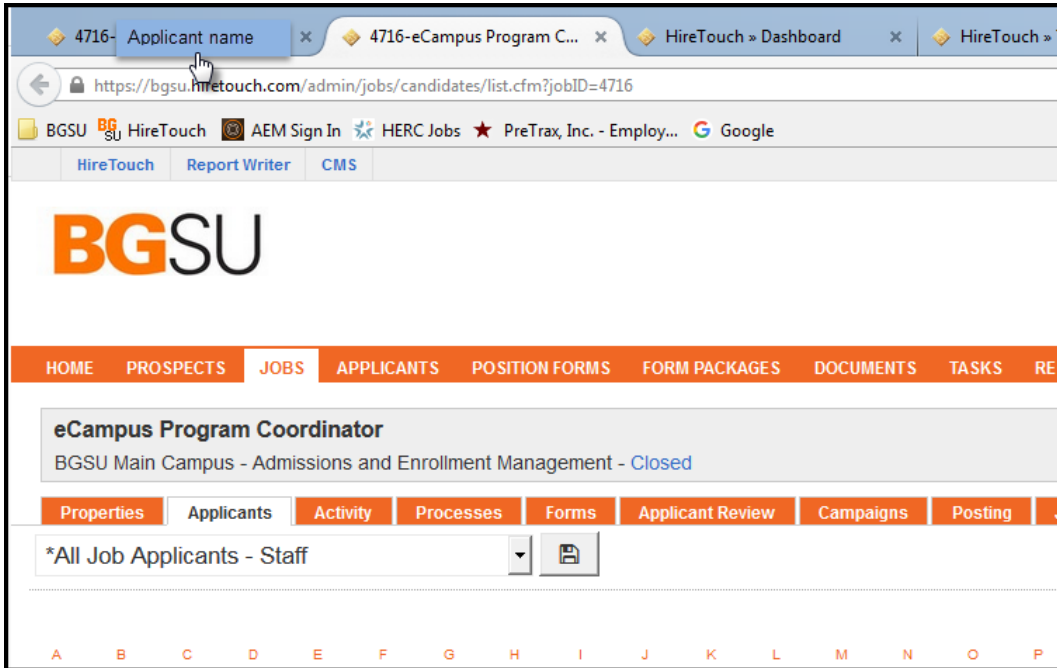
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🔍   Show Active  Show Archived View by  Hiring Rationale Memo

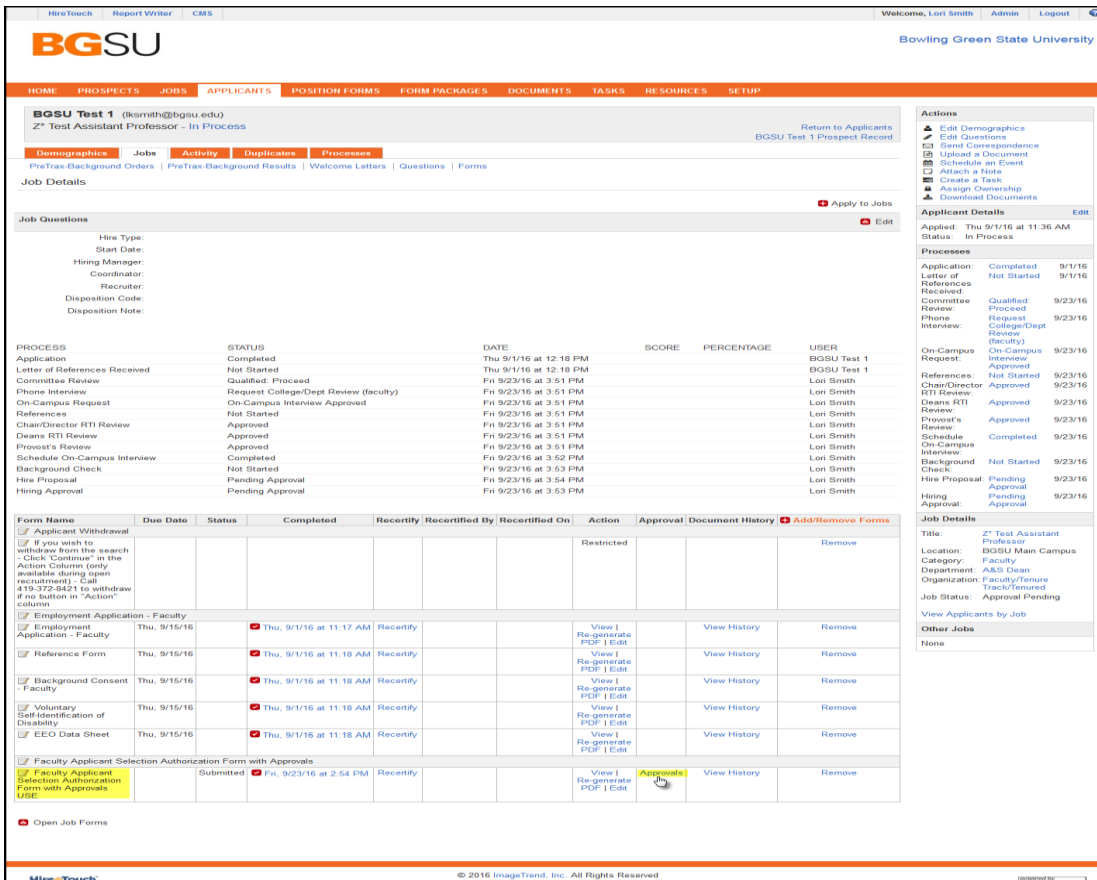
<input type="checkbox"/>	NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
<input type="checkbox"/>	Hiring Rationale Memo	Hiring Rationale Memo	Lori Smith	Hiring Rationale Memo.pdf	11 KB	Fri 9/9/16 at 4:27 PM		0	0

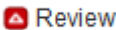
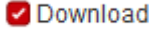
*(Note: A mouse cursor is pointing at the 'Hiring Rationale Memo.pdf' file name.)*

Close document when review is complete and click the open tab labeled with applicant's name.



Scroll to bottom of page and find 'Faculty Applicant Selection Authorization Form with Approvals USE'. Click 'Approvals' link to view the form.









You can view the form by clicking  Review or  Download . Close form when through with review.


### Form Approvals

Form: Faculty Applicant Selection Authorization Form with Approvals USE  
Form Originator: Smith, Lori


Title	Name	App
Hiring Manager, Chair or Director	Lori Smith	
Assistant/Associate VP/Dean or Director	Julie Barnes	
University Director of Budgets	Group Approval	
HR Equity & Diversity Officer	Group Approval	
Provost's Office	Lisa Meyer	

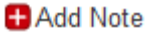
 Review  Edit  Back  Approve  Reject

 0 NOTES SO FAR

 Lori Smith said...

Note Type:






 Add Note

If you would like to make notes in regards to this position, type in the notes box and click  Add Note . All approvers will see these notes on the approver page.


### Form Approvals


Form: Faculty Applicant Selection Authorization Form with Approvals USE  
Form Originator: Smith, Lori

Title	Name	App
Hiring Manager, Chair or Director	Lori Smith	
Assistant/Associate VP/Dean or Director	Julie Barnes	
University Director of Budgets	Group Approval	
HR Equity & Diversity Officer	Group Approval	
Provost's Office	Lisa Meyer	


 Review  Edit  Back  Approve  Reject

Provost Office

 0 NOTES SO FAR

 Lori Smith said...

Note Type:

 Add Note

View of typed notes:

Note added successfully

Form Approvals

Form: Faculty Applicant Selection Authorization Form with Approvals USE  
Form Originator: Smith, Lori

Title	Name	Approve
Hiring Manager, Chair or Director	Lori Smith	
Assistant/Associate VP/Dean or Director	Julie Barnes	
University Director of Budgets	Group Approval	
HR Equity & Diversity Officer	BGSU Equity & Diversity Officer	
Provost's Office	Lisa Meyer	

Approvers 
  Review 
  Edit 
  Back 
  Approve 
  Reject

1 NOTE SO FAR

Wed 11/2/16 | Lori Smith said...  
Typed notes in this box for all Approvers to see. For example: Salary not to exceed \$85,000

Lori Smith said...  
Provost Office

Note Type: \*Public Note

Add Note

Select  Approve or  Reject  
Approve: results in

Reject: returns a message to the Hiring Manager of the rejection (this to be used sparingly and only when it will be a **permanent** rejection. If you have concerns, please call the individual to have a conversation. Once concern is no longer, move forward with  Approve).

Note added successfully

Form Approvals

Form: Faculty Applicant Selection Authorization Form with Approvals USE  
Form Originator: Smith, Lori

Title	Name	Approve
Hiring Manager, Chair or Director	Lori Smith	
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Approvers 
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Add Note

Automatically sends email to the next approver on the list.