

Hiring Approval (Faculty Applicant Selection Form)

User Group: Hiring Manager, Chair, Director and Department Support

Purpose: Once an applicant has been chosen as the selected candidate, the Faculty Applicant Selection Authorization form is created for approvals.

Click **JOBS** tab

The screenshot shows the BGSU HireTouch dashboard. At the top, there is a navigation bar with 'HOME', 'JOBS', 'APPLICANTS', and 'RESOURCES'. The 'JOBS' tab is selected. Below the navigation bar, the page is titled 'My Dashboard'. There are two notification sections: 'HIRE TOUCH NOTIFICATIONS' (No New Notifications) and 'BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS' (GO LIVE, Test Content). A 'Display Preferences' link is visible. The main content area is divided into three columns: 'APPLICANTS BY MONTH' (a bar chart), 'CLIENT NOTIFICATIONS' (GO LIVE), and 'SYSTEM NOTIFICATIONS' (No New Notifications). A 'CLOCK' section shows the current date and time: Thursday, December 12th, 2013, 5:18:54 PM. Below the clock is a 'VIEWED JOBS' table:

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 2	2:47 PM	3784	Technology Support Specialist

Click 'Job Title'

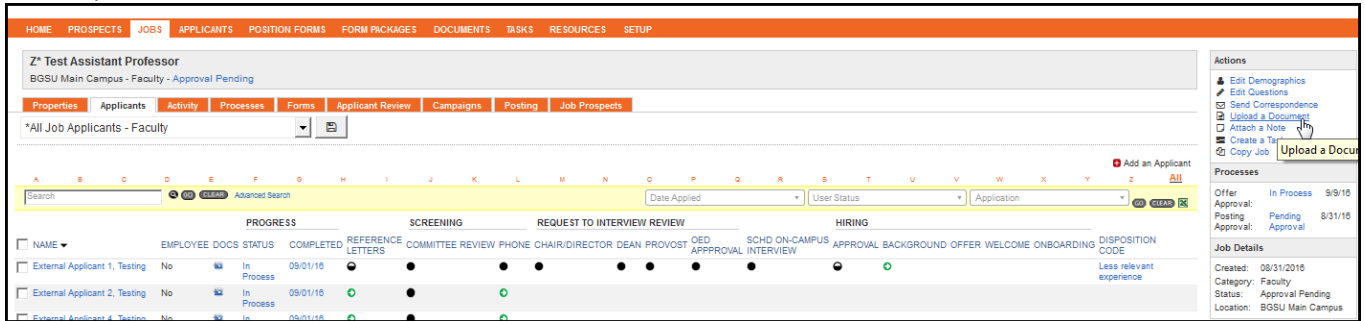
The screenshot shows the 'My Jobs' page in the BGSU HireTouch system. It features a search bar with a dropdown menu for 'Job Status' and a dropdown for 'Location'. Below the search bar is a table of job requisitions:

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	●	

At the bottom of the page, there is a pagination control showing 'Records 1-7 of 7' and a 'Per Page' dropdown set to 25. There is also a 'Font Size' control.

Upload Hiring Rationale Memo:

Click 'Upload a Document'



The screenshot shows the HR system interface for a job titled "Z* Test Assistant Professor" at BGSU Main Campus - Faculty - Approval Pending. The top navigation bar includes links for HOME, PROSPECTS, JOBS, APPLICANTS, POSITION FORMS, FORM PACKAGES, DOCUMENTS, TASKS, RESOURCES, and SETUP. Below the navigation bar, there are tabs for Properties, Applicants, Activity, Processes, Forms, Applicant Review, Campaigns, Posting, and Job Prospects. The main content area displays a table of applicants with columns for NAME, EMPLOYEE DOCS, STATUS, COMPLETED, REFERENCE LETTERS, SCREENING, REQUEST TO INTERVIEW REVIEW, and HIRING. The HIRING column includes sub-columns for SCHD ON-CAMPUS APPROVAL, BACKGROUND, OFFER, WELCOME, and ONBOARDING CODE. On the right side, there is an "Actions" menu with options like Edit Demographics, Edit Questions, Send Correspondence, Upload a Document, Attach a Note, Create a Note, Copy Job, and Upload a Document. The "Upload a Document" option is highlighted with a mouse cursor.

Complete the following fields:

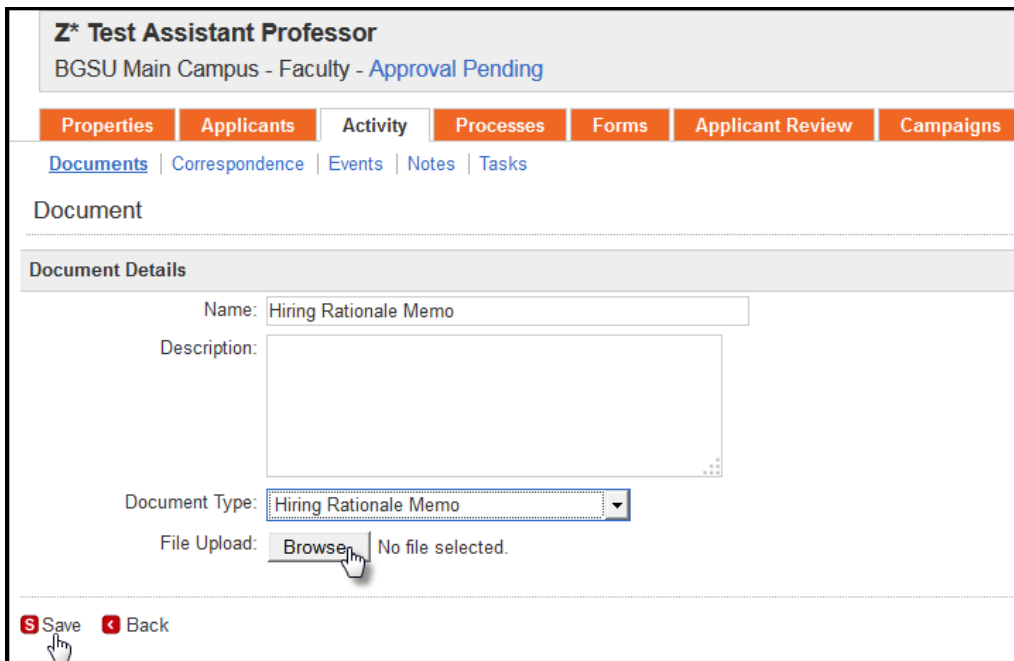
Name: enter 'Hiring Rationale Memo'

Description: not a required field – leave blank

Document Type: choose 'Hiring Rationale Memo' from the drop down box

File Upload: browse your computer for the hiring rationale memo that you have already created

Click 'Save'



The screenshot shows the "Document Details" form in the HR system. The form is titled "Z* Test Assistant Professor" and "BGSU Main Campus - Faculty - Approval Pending". It has tabs for Properties, Applicants, Activity, Processes, Forms, Applicant Review, and Campaigns. Below the tabs, there are links for Documents, Correspondence, Events, Notes, and Tasks. The "Document" section is active, and the "Document Details" form is displayed. The form has the following fields:

- Name: Hiring Rationale Memo
- Description: (empty text area)
- Document Type: Hiring Rationale Memo (dropdown menu)
- File Upload: Browse (button) No file selected.

At the bottom of the form, there are two buttons: "Save" (with a red 'S' icon) and "Back" (with a red arrow icon). A mouse cursor is pointing at the "Save" button.

Click 'Applicant' tab to return to applicant list

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](#)

Document added successfully

Document

Document Details

Name: Hiring Rationale Memo
 Description:
 Type: Hiring Rationale Memo
 File: [Hiring Rationale Memo.docx](#)
 File Size: 11 KB

Click  in Approval column of the successful applicant

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													
*All Job Applicants - Faculty													
<input type="text" value="Search"/> <input type="button" value="GO"/> <input type="button" value="CLEAR"/> Advanced Search Date Applied <input type="text"/> User Status <input type="text"/> <input type="button" value="Apply"/>													
PROGRESS				SCREENING			REQUEST TO INTERVIEW REVIEW				HIRING		
NAME	EMPLOYEE	DOCS	STATUS	COMPLETED	REFERENCE LETTERS	COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROVOST	OED APPROVAL	SCHD ON-CAMPUS INTERVIEW	APPROVAL BACKGROUND
<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		●							Not Started 09/09/16
<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									

Records 1-5 of 5

Scroll down page to 'Form Name' table

Click 'start' on Faculty Applicant Selection Authorization form with Approvals USE row

HireTouch Report Writer CMS
Welcome, Lori Smith Admin Logout

Bowling Green State University

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

Testing External Applicant 1 (lksmith@bgsu.edu)
 Z* Test Assistant Professor - In Process Return to Applicants
Testing External Applicant 1 Prospect Record

Demographics
Jobs
Activity
Duplicates
Processes

[PreTrax-Background Orders](#) | [PreTrax-Background Results](#) | [Welcome Letters](#) | [Questions](#) | [Forms](#)

Job Details + Apply to Jobs

Job Questions Edit

Hire Type:
Start Date:
Hiring Manager:
Coordinator:
Recruiter:
Disposition Code: Less relevant experience
Disposition Note:

PROCESS	STATUS	DATE	SCORE	PERCENTAGE	USER
Application	Completed	Thu 9/1/16 at 12:00 PM			Testing External Applicant 1
Letter of References Received	1 of 3	Thu 9/1/16 at 3:47 PM			Lori Smith
Committee Review	Qualified: Proceed	Thu 9/1/16 at 2:48 PM			Lori Smith
Phone Interview	Request College/Dept Review (faculty)	Thu 9/1/16 at 4:13 PM			Lori Smith
On-Campus Request	On-Campus Interview Approved	Fri 9/9/16 at 3:29 PM			Lori Smith
References	Not Started	Thu 9/1/16 at 2:48 PM			Lori Smith
Chair/Director RTI Review	Approved	Thu 9/8/16 at 10:42 AM			Lori Smith
Deans RTI Review	Approved	Fri 9/9/16 at 2:50 PM			Lori Smith
Provost's Review	Approved	Fri 9/9/16 at 2:59 PM			Lori Smith
Schedule On-Campus Interview	Completed	Fri 9/9/16 at 3:55 PM			Lori Smith
Hiring Approval	Not Started	Fri 9/9/16 at 3:55 PM			Lori Smith

Form Name	Due Date	Status	Completed	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
<input type="checkbox"/> Applicant Withdrawal <small>If you wish to withdraw from the search - Click 'Continue' in the Action Column (only available during open recruitment) - Call 419-372-8421 to withdraw if no button in 'Action' column</small>										
<input type="checkbox"/> Employment Application - Faculty										
<input type="checkbox"/> Employment Application - Faculty	Thu, 9/15/16	❌	Thu, 9/1/16 at 10:57 AM	Recertify			View Re-generate PDF Edit		View History	Remove
<input type="checkbox"/> Reference Form	Thu, 9/15/16	❌	Thu, 9/1/16 at 10:57 AM	Recertify			View Re-generate PDF Edit		View History	Remove
<input type="checkbox"/> Background Consent - Faculty	Thu, 9/15/16	❌	Thu, 9/1/16 at 10:59 AM	Recertify			View Re-generate PDF Edit		View History	Remove
<input type="checkbox"/> Voluntary Self-Identification of Disability	Thu, 9/15/16	❌	Thu, 9/1/16 at 10:59 AM	Recertify			View Re-generate PDF Edit		View History	Remove
<input type="checkbox"/> EEO Data Sheet	Thu, 9/15/16	❌	Thu, 9/1/16 at 11:00 AM	Recertify			View Re-generate PDF Edit		View History	Remove
<input type="checkbox"/> Faculty Applicant Selection Authorization Form with Approvals										
<input type="checkbox"/> Faculty Applicant Selection Authorization Form with Approvals USE							Start			Remove

Open Job Forms

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Schedule an Event
- Attach a Note
- Create a Task
- Assign Ownership
- Download Documents

Applicant Details Edit

Applied: Thu 9/1/16 at 11:36 AM
Status: In Process

Processes

Application:	Completed	9/1/16
Letter of References Received:	1 of 3	9/1/16
Committee Review:	Qualified: Proceed	9/1/16
Phone Interview:	Request College/Dept Review (faculty)	9/1/16
On-Campus Request:	On-Campus Interview Approved	9/9/16
References:	Not Started	9/1/16
Chair/Director RTI Review:	Approved	9/8/16
Deans RTI Review:	Approved	9/9/16
Provost's Review:	Approved	9/9/16
Schedule On-Campus Interview:	Completed	9/9/16
Hiring Approval:	Not Started	9/9/16

Job Details

Title: Z* Test Assistant Professor
Location: BGSU Main Campus
Category: Faculty
Department: A&S Dean
Organization: Faculty/Tenure Track/Tenured
Job Status: Approval Pending

[View Applicants by Job](#)

Other Jobs

- Z*Test Faculty Instructor (In Process)

HireTouch
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Complete the following fields:

Candidate Preference - Choose from drop down box for choices (Primary or Alternate)

Proposal Salary - enter salary amount or range (ie. \$55,000 or \$55,000 – 59,000)

Stipend - enter dollar amount if applicable

Budget Notes - text box allows user to add any budget notes for this position

Click  Submit

HireTouch Report Writer CMS Welcome, Lori Smith Bowling Green

BGSU

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

Testing External Applicant 1 (lksmith@bgsu.edu)
Z* Test Assistant Professor - In Process

Demographics Jobs Activity Duplicates Processes

PreTrax-Background Orders | PreTrax-Background Results | Welcome Letters | Questions | Forms

Faculty Applicant Selection Authorization Form with Approvals USE

Job Information

Title: Z* Test Assistant Professor
Job #: 4493
College: College of Arts & Sciences
School:
Department: A&S Dean
Committee Members:

Position Information

Current Position#: 00001111 Position Length: Twelve-month
Supervisor: Freddie Falcon Incumbent: Josh Groben
Rank: Assistant Professor Full/Part Time: Full Time
AAUP Eligible: Yes

Applicant Information

First Name: Testing Middle Name: Last Name: Gender:
Candidate Preference: Choose from drop down box: Primary or Alternate
Proposed salary: \$ complete salary range and stipend amount
Stipend (if applicable):
Budget Notes: Type additional budget notes here
Race:
 Female
 Male
 I do not wish to disclose
 Hispanic of any race
 Non-Hispanic/Latino
 I do not wish to disclose
 American Indian/Alaskan Native
 Asian American
 Black or African American (not of Hispanic Origin)
 Native Hawaiian/Other Pacific Islander
 White (not of Hispanic Origin)
 I do not wish to disclose

NOTES:

Created By	Created On	Note
No form notes		

 Submit  Save  Exit

Assign Approvers:

Assign a staff member for each Approver* using the drop down menu.

- Hiring Manager, Chair or Director – assign appropriately
- Assistant/Associate VP Dean or Director - assign appropriately
- University Director of Budgets – leave as Group Approval
- HR Equity & Diversity Officer – leave as Group Approval
- Provost’s Office – Leave as Lisa Meyer

Click  Save

BGSU Test 1 (lksmith@bgsu.edu)
Z* Test Assistant Professor - Hired




Demographics | **Jobs** | **Activity** | **Duplicates** | **Processes**

[PreTrax-Background Orders](#) | [PreTrax-Background Results](#) | [Welcome Letters](#) | [Questions](#) | [Forms](#)






Form Approvers

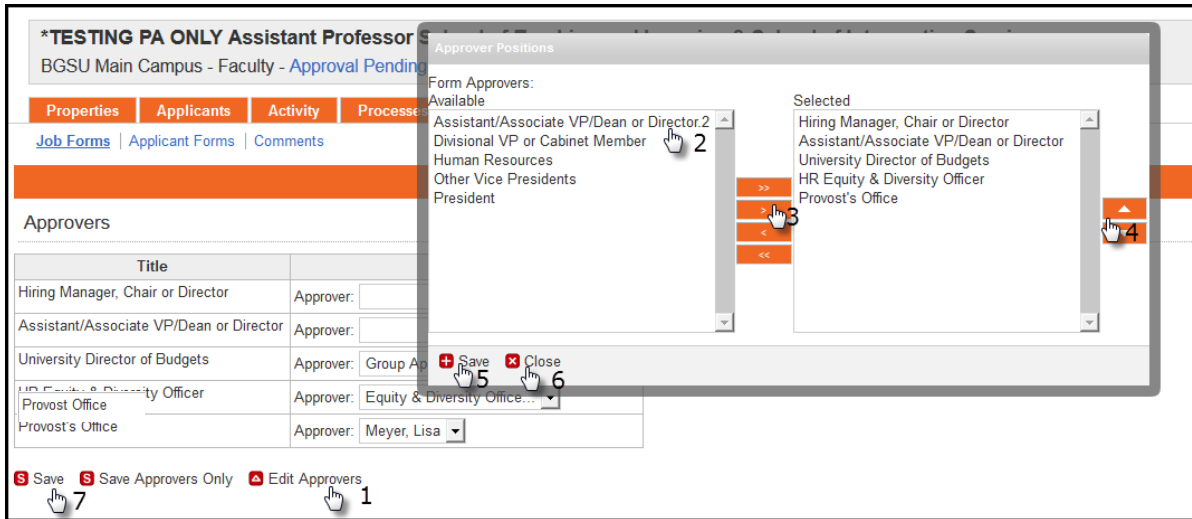
Form: Faculty Applicant Selection Authorization Form with Approvals USE
Form Originator: Smith, Lori



Title	Name
Hiring Manager, Chair or Director	Approver: <input type="text"/>
Assistant/Associate VP/Dean or Director	Approver: <input type="text"/>
University Director of Budgets	Approver: <input type="text" value="Group Approval"/>
HR Equity & Diversity Officer	Approver: <input type="text" value="Group Approval"/>
Provost's Office	Approver: <input type="text" value="Meyer, Lisa"/>


 Save  Save Approvers Only  Edit Approvers


*If you need to add another level of approver, complete the following steps:

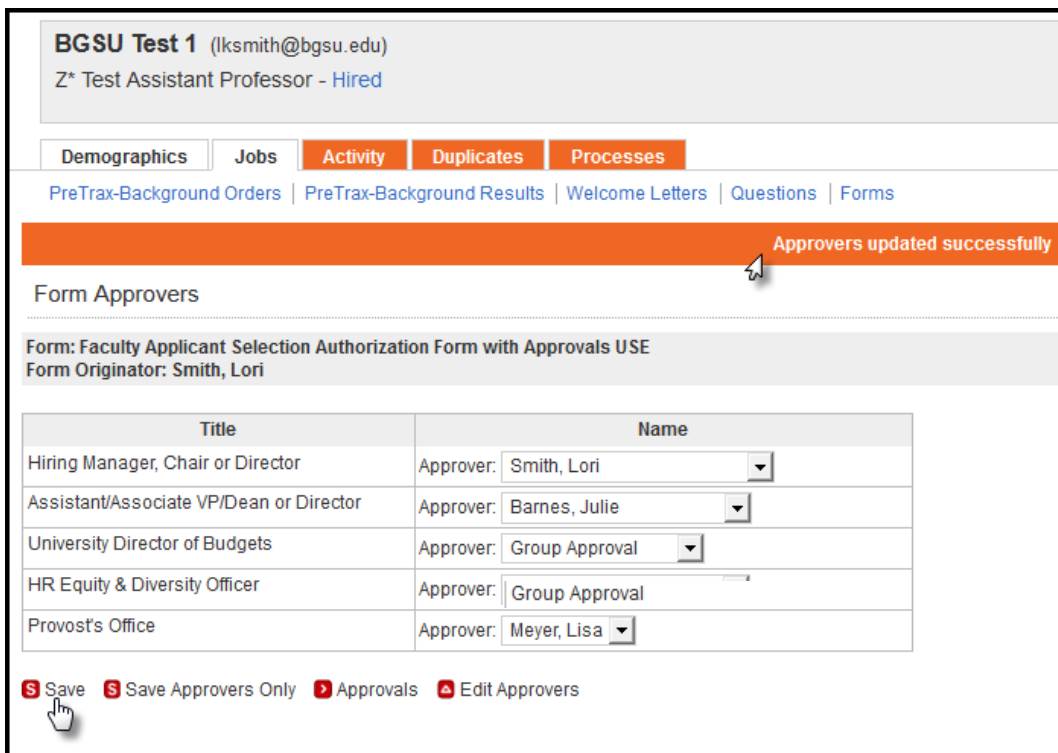
- Click  Edit Approvers (1)
- Select desired approver from left table (2)
- Click  arrow to move selection to the right table (3)
- Click  to move approver to desired slot on the list (4)
- Click  Save (5)
- Click  Close (6)



Title	Approver
Hiring Manager, Chair or Director	Approver: <input type="text"/>
Assistant/Associate VP/Dean or Director	Approver: <input type="text"/>
University Director of Budgets	Approver: Group Approval  
HR Equity & Diversity Officer	Approver: Equity & Diversity Office...
Provost's Office	Approver: Meyer, Lisa

Remember to assign Approver to the new added approver field and Click  Save (7)

Once you click  Save you will receive the following message in the orange row above approvers "Approvers updated successfully"



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

BACKGROUND CHECK: An automatic email will be sent to Human Resources requesting background process begin for applicant.

Hiring Department will be notified by email from Lisa Meyer that they may now offer the job to their selected applicant after the form has been approved and the background check has cleared.