

# Phone (page 1 & 2) and On-Campus Interview Process (page 3-5)

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

**Purpose:** Indicates which applicants were phone interviewed and/or moved forward for approval of campus interviews.

Click **JOBS** tab

**My Dashboard**

**HIRETOUCH NOTIFICATIONS**  
No New Notifications

**BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS**  
GO LIVE    Test Content

**CLIENT NOTIFICATIONS**  
GO LIVE

**SYSTEM NOTIFICATIONS**  
No New Notifications

**CLOCK**  
Thursday  
December 12th, 2013  
2:28:04 PM

**VIEWED JOBS**

Date	Time	Job ID	Title
Dec 11 4:52 PM	3782	Communications Manager	
Dec 11 2:21 PM	3788	Communications Manager	
Dec 11 1:26 PM	3780	Business Analyst	

**LOCAL WEATHER**  
Conditions for Lakeville, MN at 12:46 pm CST  
Fair, 16 F  
**Forecast:**  
Thu - Partly Cloudy. High: 16 Low: 4  
Fri - Cloudy. High: 11 Low: 3  
Sat - Cloudy. High: 13 Low: -2  
Sun - Partly Cloudy. High: 12 Low: 6  
Mon - Partly Cloudy. High: 27 Low: 21

Click 'Job Title'

**My Jobs**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

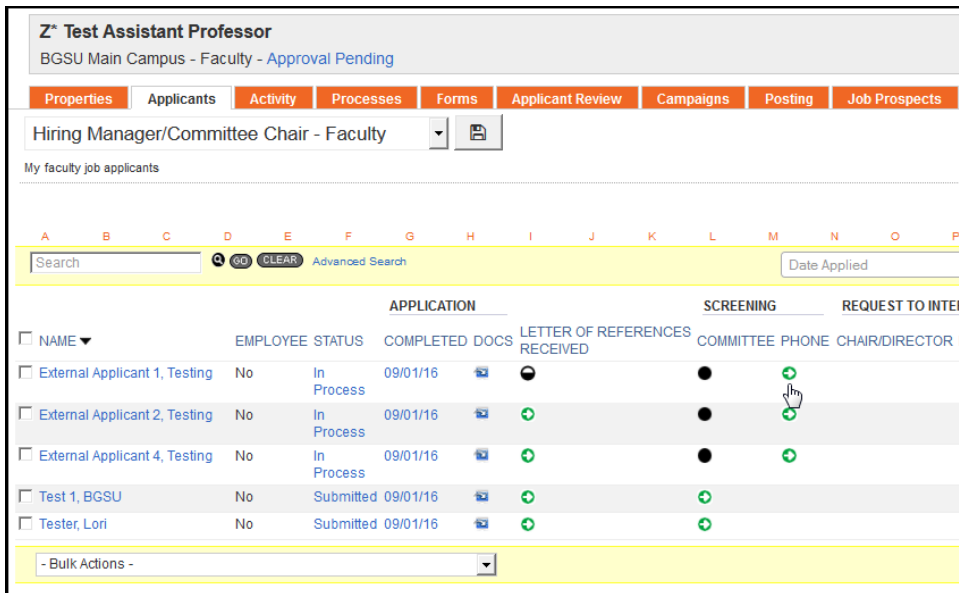
Search [GO] [CLEAR]    - Job Status -    - Location -    [GO] [CLEAR] [X]

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	●	

Records 1-7 of 7 | First Previous Next Last | Per Page 25

Font Size: A A A

Click 



NAME	EMPLOYEE STATUS	APPLICATION	COMPLETED DOCS	LETTER OF REFERENCES RECEIVED	SCREENING COMMITTEE	PHONE	REQUEST TO INTERVIEW
<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				

Choose from Phone Interview Process list choices:

**Scheduled** – phone interview is scheduled (If you selected this option, you must follow up with one of the following statuses - Complete/No Longer Considered or Complete/Request On-Campus Interview)

**Withdrawn** – applicant withdrew when contacted for phone interview

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

**Complete - No Longer Considered** – completed phone interview – not recommended for campus interview

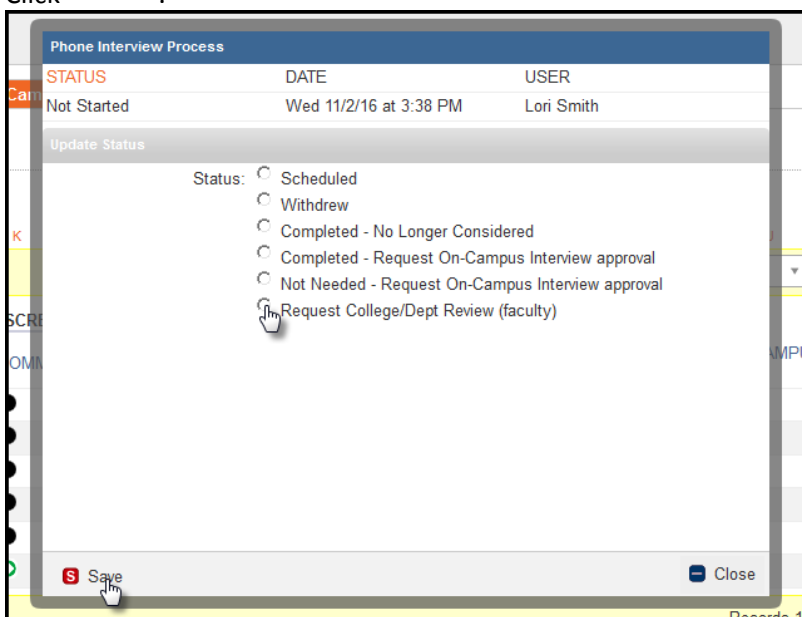
Select 'Select Disposition' to enter 'Disposition Code' – choose from drop down menu list

**Complete - Request On-Campus Interview approval** – Do not use (Administrative & Classified Staff searches only)

**Not Needed/Request On-campus Interview approval** – Do not use (Administrative & Classified searches only)

**Request College/Dept Review (faculty)** – phone interview completed or not needed and recommended for On-Campus interview



Click  Save.



STATUS	DATE	USER
Not Started	Wed 11/2/16 at 3:38 PM	Lori Smith

Update Status

Status:  Scheduled  
 Withdrawn  
 Completed - No Longer Considered  
 Completed - Request On-Campus Interview approval  
 Not Needed - Request On-Campus Interview approval  
 Request College/Dept Review (faculty)

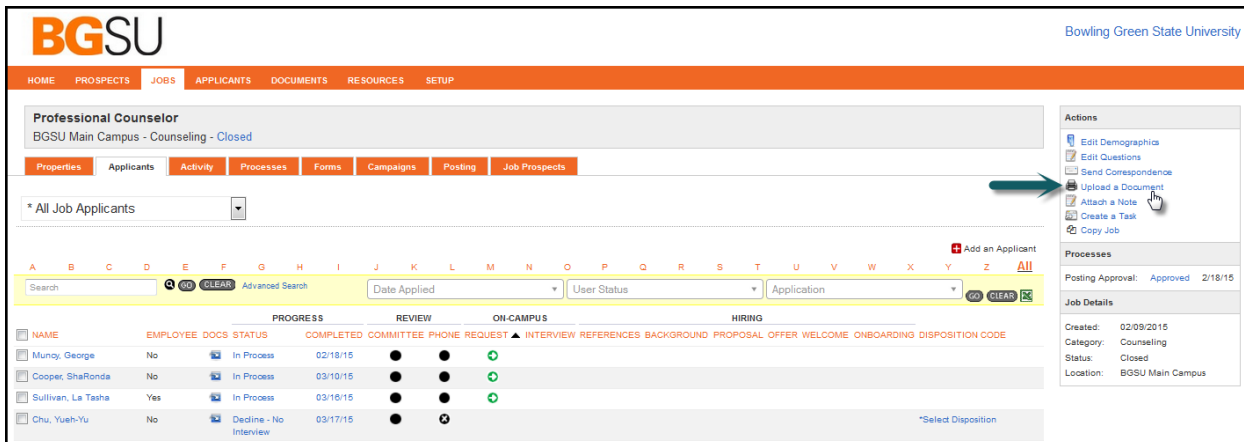
 Save  Close

# Requesting On Campus Interviews

Once you have selected all applicants to be interviewed on campus by marking the status as 'Request College/Dept Review', upload rationale memo and send an email to the Department Chair/Director requesting review and approval. A rationale memo must be uploaded into the HireTouch for their review.

## Uploading your rationale memo:

Click 'Upload a Document' from Action menu on right side

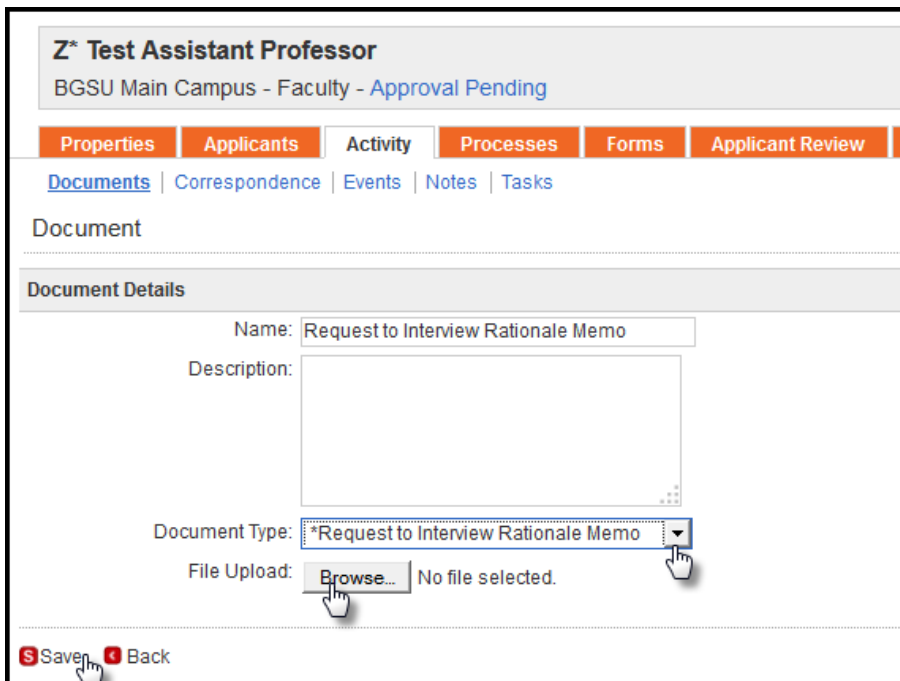


Complete the Name field by typing 'Request to Interview Rationale Memo'

Select 'Request to Interview Rationale Memo' from the drop down menu in the Document Type field

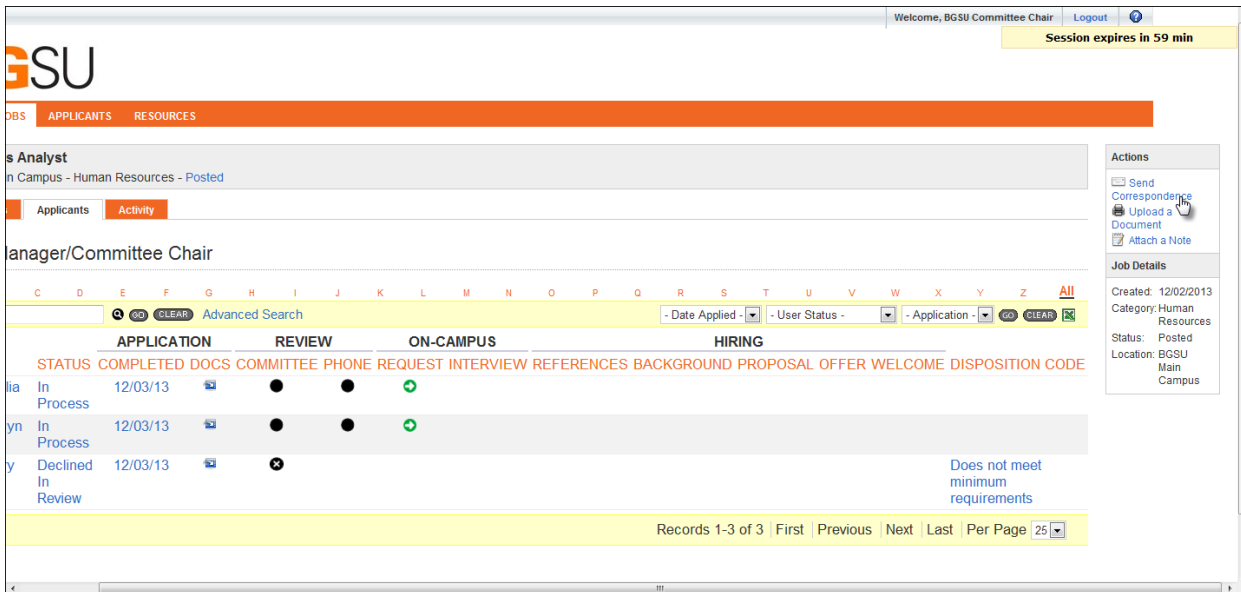
Click 'Browse' and find your rationale memo on your hard drive

Click 'Save'



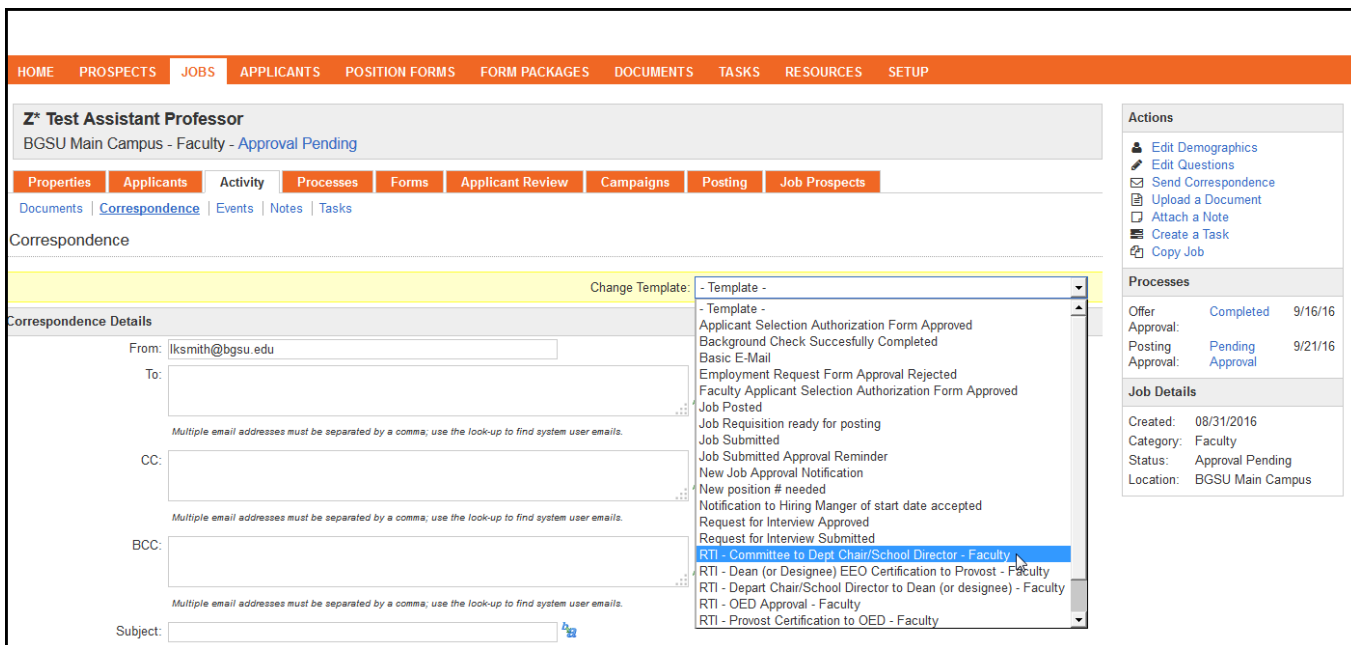
Send Correspondence to Department Chair/Director:


Click 'Send Correspondence' from Action menu on right side




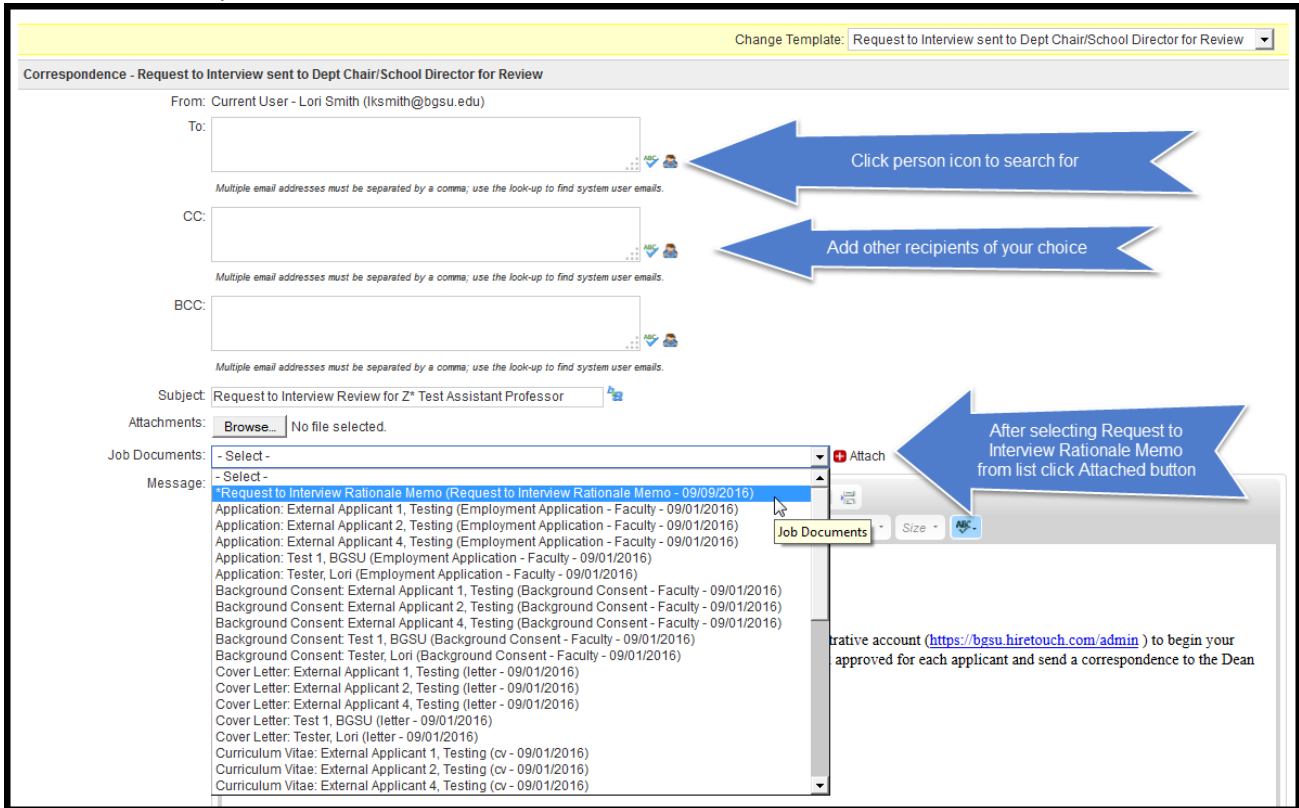
Change Template from drop down list

Select 'RTI – Committee to Dept Chair/School Director-Faculty'

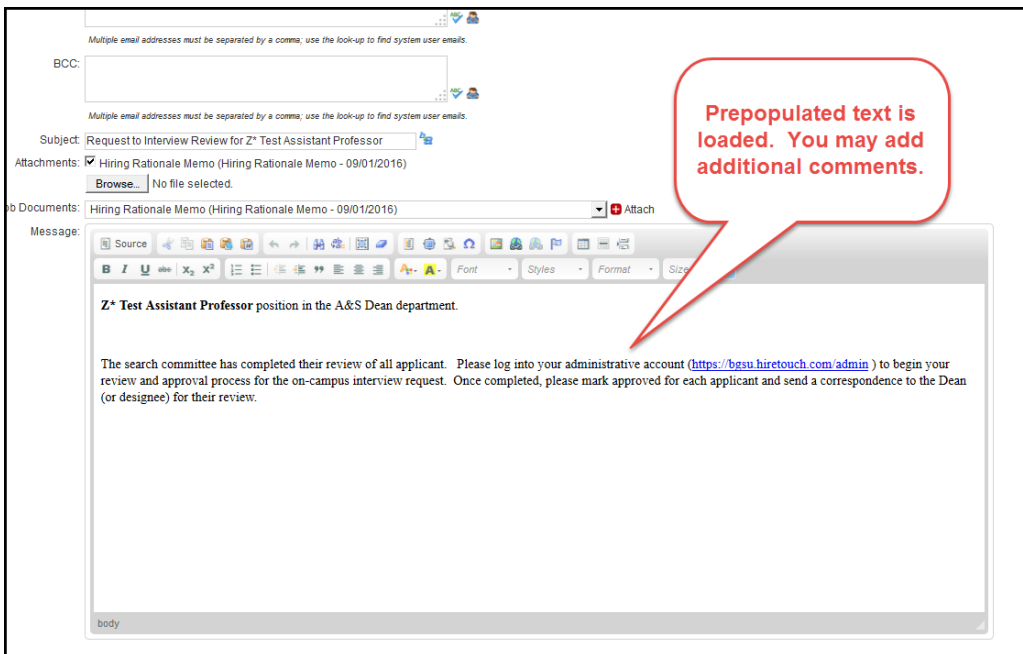


Insert the Department Chair/School Director email address into the TO: field. Other recipients can be added to the CC and BCC if you wish to send a copy of the email. Click  to search recipients or type email address in box.

Click the drop down menu in the 'Job Documents' field and scroll to find your 'Request to Interview Rationale Memo' to attach your **rationale memo**. Click on the document and then Click  Attach



The screenshot shows an email composition window titled "Correspondence - Request to Interview sent to Dept Chair/School Director for Review". The "To:" field is empty, with a blue arrow pointing to it and the text "Click person icon to search for". The "CC:" and "BCC:" fields are also empty, with a blue arrow pointing to them and the text "Add other recipients of your choice". The "Subject:" field contains "Request to Interview Review for Z\* Test Assistant Professor". The "Attachments:" field shows "Browse..." and "No file selected.". The "Job Documents:" field is a dropdown menu with "Request to Interview Rationale Memo (Request to Interview Rationale Memo - 09/09/2016)" selected. A blue arrow points to the "Attach" button next to the dropdown with the text "After selecting Request to Interview Rationale Memo from list click Attached button". The "Message:" field contains a list of documents including "Application: External Applicant 1, Testing (Employment Application - Faculty - 09/01/2016)", "Background Consent: External Applicant 1, Testing (Background Consent - Faculty - 09/01/2016)", "Cover Letter: External Applicant 1, Testing (letter - 09/01/2016)", and "Curriculum Vitae: External Applicant 1, Testing (cv - 09/01/2016)".



The screenshot shows the email body content. The "Subject:" field contains "Request to Interview Review for Z\* Test Assistant Professor". The "Attachments:" field shows "Hiring Rationale Memo (Hiring Rationale Memo - 09/01/2016)". The "Job Documents:" field shows "Hiring Rationale Memo (Hiring Rationale Memo - 09/01/2016)". The "Message:" field contains the following text: "Z\* Test Assistant Professor position in the A&S Dean department. The search committee has completed their review of all applicant. Please log into your administrative account (<https://bgsu.hiretouch.com/admin>) to begin your review and approval process for the on-campus interview request. Once completed, please mark approved for each applicant and send a correspondence to the Dean (or designee) for their review." A red speech bubble points to the text with the text "Prepopulated text is loaded. You may add additional comments."

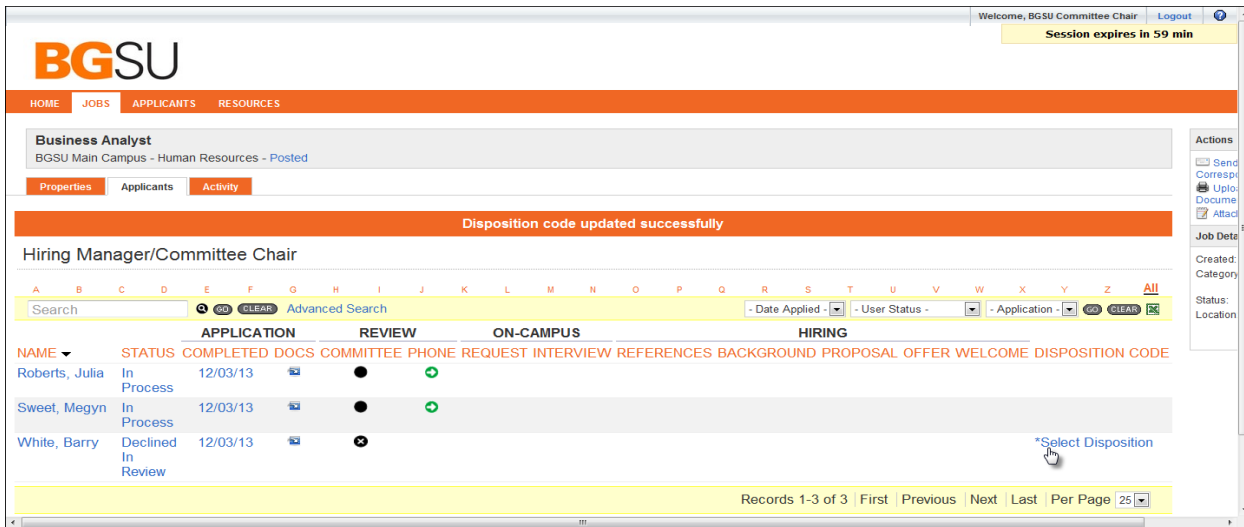


The screenshot shows the bottom of the email composition window with "Send" and "Back" buttons. A hand cursor is pointing to the "Send" button.

Click  Send

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

Select 'Select Disposition' to enter 'Disposition Code'



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

Click **S Save**.

