Request to Interview Approval – Department Chair/School Director

User Group: Department Chair/School Director

Purpose: You will receive an email indicating that the Department Chair/School Director is being requested to approve applicants for on-campus interviews. Department Chair/School Director will review all applicant documents, rationale memo and approve/deny request for campus interviews. Upload Chair/Director memo for supporting denial of applicants.

Click JOBS tab

Click ‘Job Title’
To view applicants, make sure your view tab in the drop-down box is showing ‘Hiring Manager/Dept Chair or Director – Faculty’.

Review applications by selecting Image in the Docs column. This will open the pdf of application materials for review.
Other view option:
Click ‘applicant name’

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.

Click in the Chair/Director Request to Interview column
Choose from Request Process List
   Approved
   Approved Tier 1
   Approved Tier 2
   Not Approved
   By Invitation Search

Click Save and then Close

Note – if someone was not moved forward to request to interview and the Dept Chair/Director would like to now include them in the on-campus 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 can approve them.

If there are applicants that are ‘Not Approved’ from the request list, create and upload a Chair/Director RTI memo supporting denial of applicants for interviews. If no denials, skip these instructions on uploading the memo and move to – ‘When all are approved’ on page 7.
Uploading your Chair/Director RTI memo:

Click ‘Upload a Document’ from Action menu on right side:

Complete the following fields:

**Name field**: type ‘Chair/Director RTI Memo’

**Document Type field**: Select ‘Chair/Director RTI Memo’ from the drop-down menu in the

**File Upload**: Click ‘Browse’ and find your memo on your hard drive

Click ‘Save’
Send Correspondence to Dean or Designee

When all applicants are reviewed and approved:

Click ‘Send Correspondence’ (Send notification to the Dean that review has been completed and their approval is needed)

Change Template from drop down list
Select ‘RTI – Department Chair/School Director to Dean – Faculty’
Complete necessary fields –

‘To’ add Dean or Designee’s email address by clicking 📧 icon and searching for name
‘CC’ add other email addresses by clicking 📧 icon and searching for name

The Request to Interview Rationale Memo and EEO Worksheet will automatically attach to this email for the Dean’s review. If you have a Chair/Director RTI memo, select and click ‘Choose File’ to include as attachment. Default text is included in the body of the email. You may add other instructions or comments.

Click Send