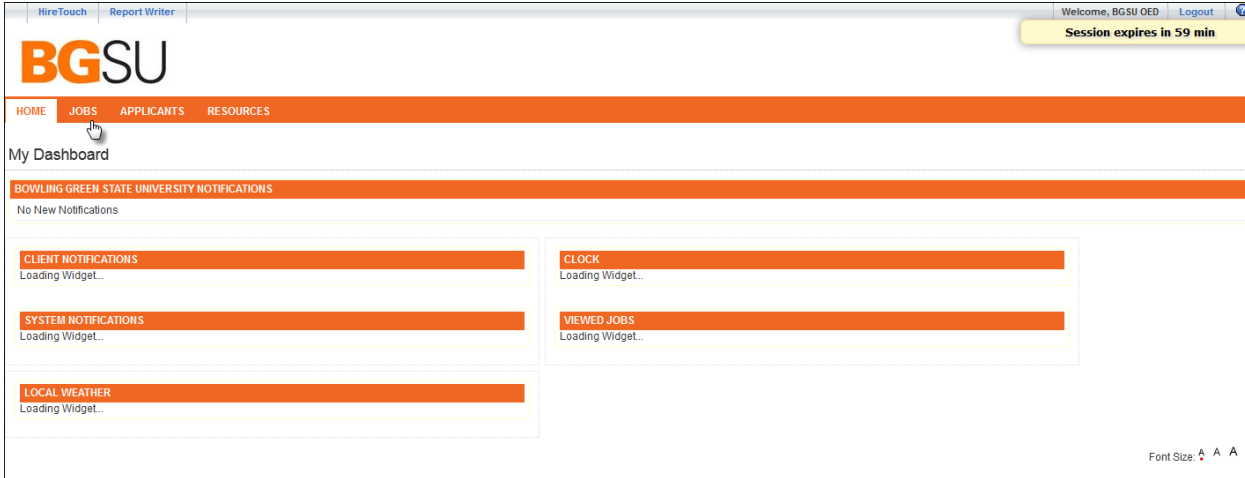


Request to Interview Approval – Department Chair/School Director

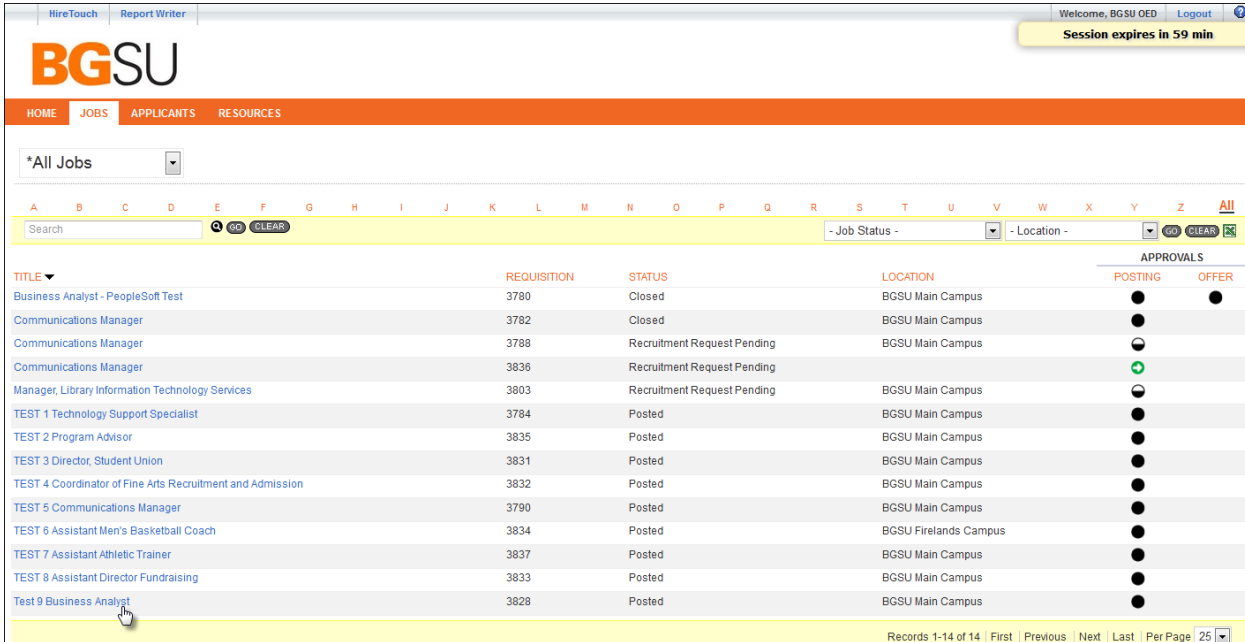
User Group: Department Chair/School Director

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'.

The screenshot shows the top navigation bar with tabs: HOME, PROSPECTS, JOBS, APPLICANTS, POSITION FORMS, FORM PACKAGES, DOCUMENTS, TASKS, RESOL. Below this is a header for 'Z* Test Assistant Professor' at 'BGSU Main Campus - Faculty - Approval Pending'. A secondary navigation bar includes: Properties, Applicants, Activity, Processes, Forms, Applicant Review, Campaigns, Posting, Job. A dropdown menu is open under 'Applicants', listing various views. The view 'Hiring Manager/Dept Chair or Director - Faculty' is highlighted in blue. Below the menu is a table of applicants with columns for Name, Employee, Status, Completed, Docs, Reference Letters, Screening, and Request. A 'Bulk Actions' dropdown is at the bottom.

Review applications by selecting  Image in the Docs column. This will open the pdf of application materials for review.

This screenshot shows the same interface as the first, but with the view set to 'Hiring Manager/Dept Chair or Director - Faculty'. The table header is 'My faculty job applicants'. The table columns are: NAME, EMPLOYEE, STATUS, COMPLETED, DOCS, LETTER OF REFERENCES RECEIVED, SCREENING (COMMITTEE, PHONE), and REQUEST TO INTERVIEW. A tooltip 'Download Dossier' is visible over the document icon in the 'DOCS' column for 'External Applicant 1, Testing'. A search bar and 'Date Applied' filter are also present.

Other view option:
 Click 'applicant name'

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

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

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

Hiring Manager/Dept Chair or Director - Faculty

My faculty job applicants

A B C D E F G H I J K L M N O

Search Advanced Search Date Applied

NAME	EMPLOYEE STATUS	APPLICATION			SCREENING		REQUEST TO	
		COMPLETED	DOCS	LETTER OF REFERENCES RECEIVED	COMMITTEE PHONE	CHAIR/DIRECTOR		
<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 -

View each category by clicking  to expand the box. Click on document titles to open documents individually.

Demographics

Name: Testing External Applicant 1
 Address: 1851 N. Research Drive
 Bowling Green, Ohio 43403
 Home Phone: 419-372-2227
 Email: lksmith@bgsu.edu
 Current Employee: No
 Race: I do not wish to disclose
 Gender: I do not wish to disclose
 Ethnicity: I do not wish to disclose
 Registered: August 23, 2016 at 10:50 AM
 Last Updated: September 1, 2016 at 12:00 PM

Correspondence (5) Last Updated: 09/01/2016 at 12:00 PM

[Thank you for Applying - Faculty](#)
 Sent Thu 9/1/16 at 11:54 AM by Testing External Applicant 1

[Reference Requested For Testing External Applicant 1](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

[Reference Requested For Testing External Applicant 1](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

[Reference Requested For Testing External Applicant 1](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

[Received Application - External Faculty](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

Documents (7) Last Updated: 09/01/2016 at 12:00 PM

[EEO Data Sheet](#) (type: EEO Data Sheet)
 Thu 9/1/16 at 12:00 PM

[Voluntary Self-Identification of Disability](#) (type: EEO Data Sheet)
 Thu 9/1/16 at 11:59 AM

[Background Consent - Faculty](#) (type: Background Consent)
 Thu 9/1/16 at 11:59 AM

[Reference Form](#) (type: Reference Form)
 Thu 9/1/16 at 11:57 AM

[Employment Application - Faculty](#) (type: Application)
 Thu 9/1/16 at 11:57 AM

[CV](#) (type: Curriculum Vitae)
 Thu 9/1/16 at 11:56 AM

[letter](#) (type: Cover Letter)
 Thu 9/1/16 at 11:56 AM

Events (0)

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
 References: Not Started 9/1/16
 Chair/Director RTI Review: Not Started 9/1/16

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)

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.

Demographics

Name: Testing External Applicant 1
 Address: 1851 N. Research Drive
 Bowling Green, Ohio 43403
 Home Phone: 419-372-2227
 Email: lksmith@bgsu.edu
 Current Employee: No
 Race: I do not wish to disclose
 Gender: I do not wish to disclose
 Ethnicity: I do not wish to disclose
 Registered: August 23, 2016 at 10:50 AM
 Last Updated: September 1, 2016 at 12:00 PM

Correspondence (5) Last Updated: 09/01/2016 at 12:00 PM

[Thank you for Applying - Faculty](#)
 Sent Thu 9/1/16 at 11:54 AM by Testing External Applicant 1

[Reference Requested For Testing External Applicant 1](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

[Reference Requested For Testing External Applicant 1](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

[Reference Requested For Testing External Applicant 1](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

[Received Application - External Faculty](#)
 Sent Thu 9/1/16 at 12:00 PM by Testing External Applicant 1

Documents (7) Last Updated: 09/01/2016 at 12:00 PM

[EEO Data Sheet](#) (type: EEO Data Sheet)
 Thu 9/1/16 at 12:00 PM

[Voluntary Self-Identification of Disability](#) (type: EEO Data Sheet)
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[Employment Application - Faculty](#) (type: Application)
 Thu 9/1/16 at 11:57 AM

[CV](#) (type: Curriculum Vitae)
 Thu 9/1/16 at 11:56 AM

[letter](#) (type: Cover Letter)
 Thu 9/1/16 at 11:56 AM

Events (0)

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
 References: Not Started 9/1/16
 Chair/Director RTI Review: Not Started 9/1/16


Job Details

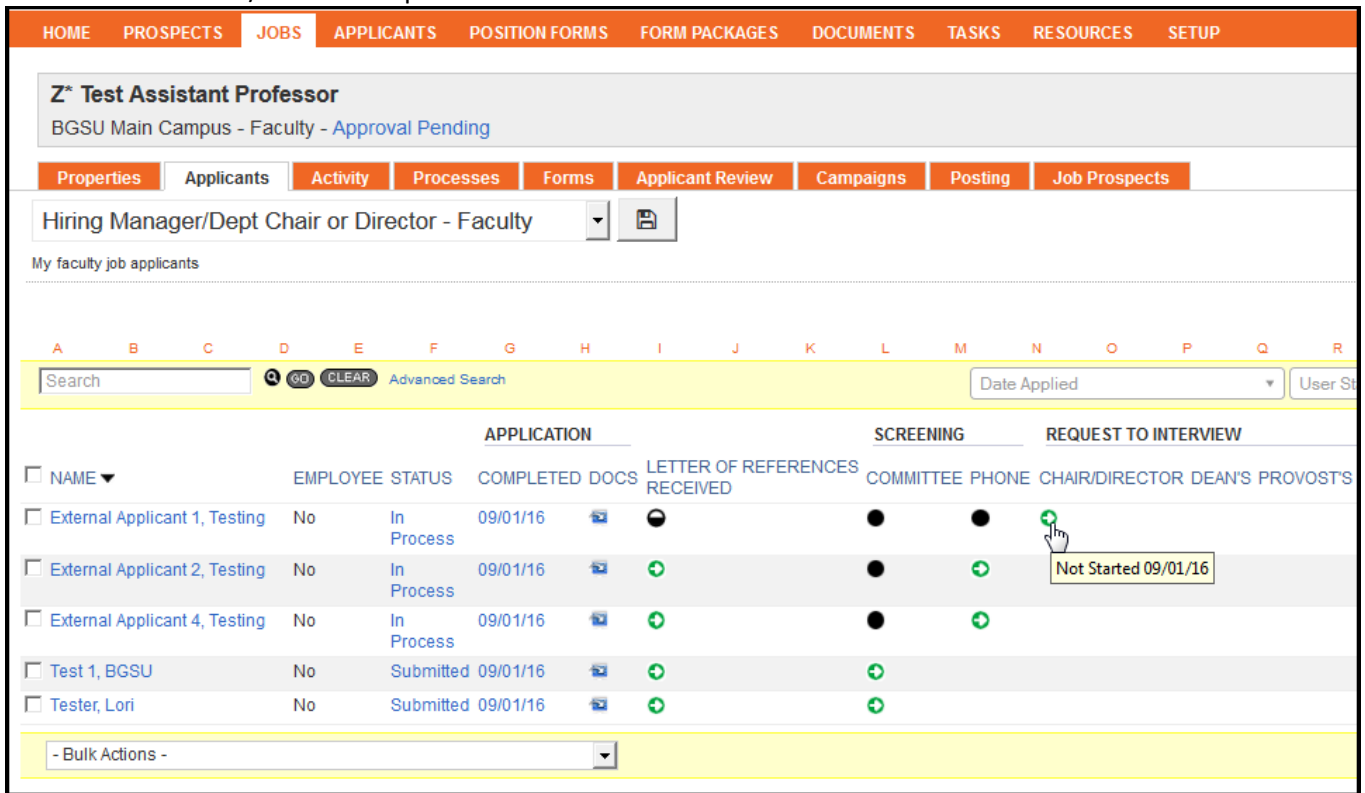
Title: Z* Test Assistant Professor
 Location: BGSU Main Campus
 Category: Faculty
 Department: A&S Dean
 Organization: Faculty/Tenure Track/Tenured
 Job Status: Approval Pending

[View Applicants by Job](#)

Other Jobs

- Z* Test Faculty Instructor (In Process)

Click  in the Chair/Director Request to Interview column



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

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

Hiring Manager/Dept Chair or Director - Faculty

My faculty job applicants

A B C D E F G H I J K L M N O P Q R

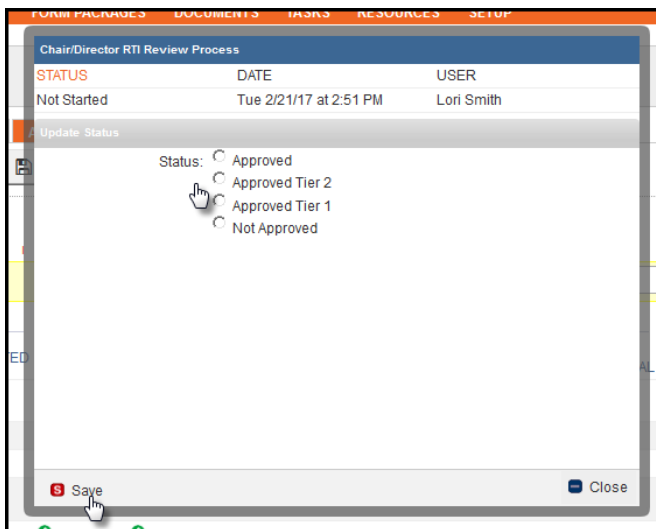
Search Advanced Search

NAME	EMPLOYEE STATUS	COMPLETED	APPLICATION		SCREENING		REQUEST TO INTERVIEW			
			DOCS	LETTER OF REFERENCES RECEIVED	COMMITTEE	PHONE	CHAIR/DIRECTOR	DEAN'S	PROVOST'S	
<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 09/01/16	
<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 -

- Choose from On Campus Request Process List
- Approved (use in circumstances of by invitation)
 - Approved Tier 1
 - Approved Tier 2
 - Not Approved

Click  Save



Chair/Director RTI Review Process

STATUS	DATE	USER
Not Started	Tue 2/21/17 at 2:51 PM	Lori Smith

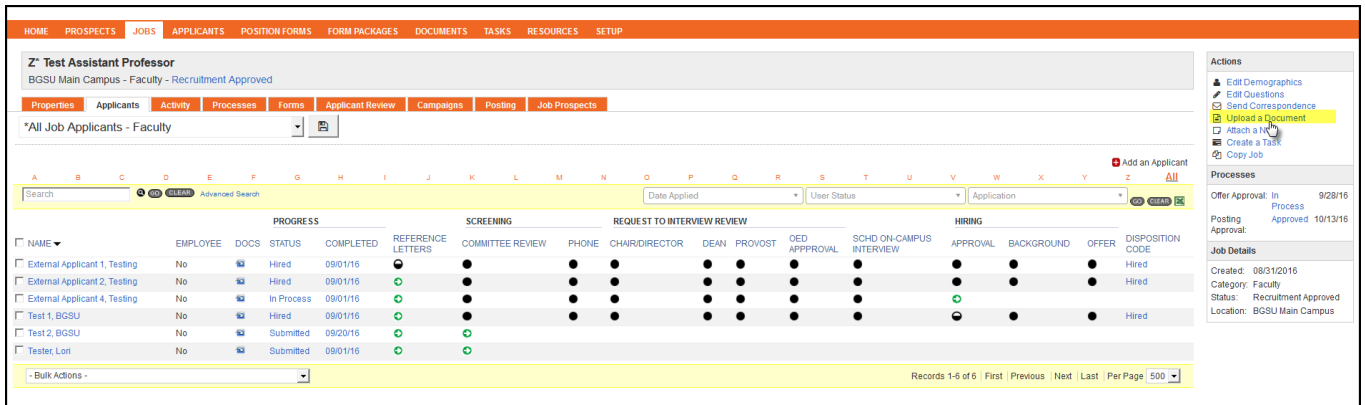
Update Status

Status: Approved Approved Tier 2 Approved Tier 1 Not Approved

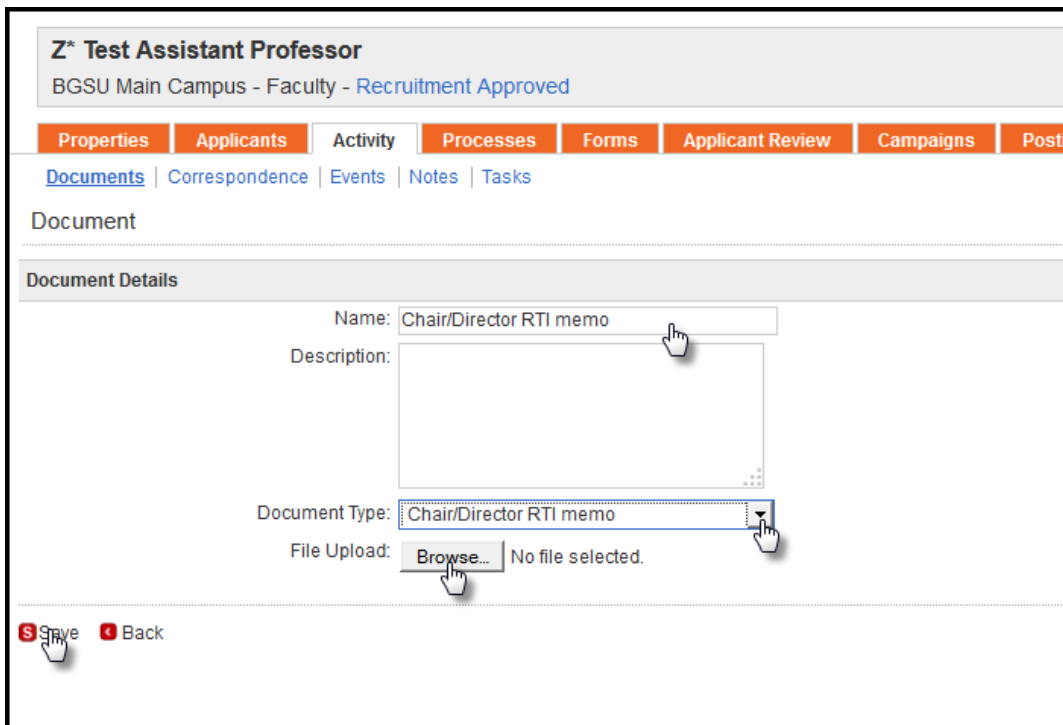
Note – if someone was not moved forward to request to interview and the Dept Chair/Director would like them to now include them in the on-campus interviews, the Search Chair or Department Support will need to change applicant to 'Request On-Campus Interview' and resend an email before Dept Chair/Director 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 Name field by typing 'Chair/Director RTI Memo'
Select 'Chair/Director RTI Memo' from the drop down menu in the Document Type field
Click 'Browse' and find your memo on your hard drive
Click 'Save'



When all are approved:

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


The screenshot shows a recruitment system interface. At the top, there are navigation tabs: POSITION FORMS, FORM PACKAGES, DOCUMENTS, TASKS, RESOURCES, and SETUP. Below this, a 'Pending' status bar is visible. A secondary navigation bar includes PROCESSES, FORMS, APPLICANT REVIEW, CAMPAIGNS, POSTING, and JOB PROSPECTS. A dropdown menu is set to 'Faculty'. A search bar contains 'Date Applied', 'User Status', and 'Application' filters. A table lists applications with columns for APPLICATION, SCREENING, REQUEST TO INTERVIEW, and HIRING. The table has three rows of data. On the right, an 'Actions' sidebar lists options like 'Edit Demographics', 'Send Correspondence', and 'Copy Job'. Below the actions is a 'Job Details' section with information like 'Created: 08/31/2016' and 'Status: Approval Pending'.

Change Template from drop down list


Select 'RTI – Dept Chair/School Director to Dean (or designee) – Faculty'

This screenshot shows the 'Send Correspondence' dropdown menu for a position titled 'Z* Test Assistant Professor' at 'BGSU Main Campus - Faculty - Approval Pending'. The dropdown is open, showing a list of templates. The selected template is 'RTI - Depart Chair/School Director to Dean (or designee) - Faculty'. Other visible templates include 'Applicant Selection Authorization Form Approved', 'Background Check Successfully Completed', 'Basic E-Mail', 'Employment Request Form Approval Rejected', 'Faculty Applicant Selection Authorization Form Approved', 'Job Posted', 'Job Requisition ready for posting', 'Job Submitted', 'Job Submitted Approval Reminder', 'New Job Approval Notification', 'New position # needed', 'Notification to Hiring Manger of start date accepted', 'Request for Interview Approved', 'Request for Interview Submitted', 'RTI - Committee to Dept Chair/School Director - Faculty', 'RTI - Dean (or Designee) EEO Certification to Provost - Faculty', 'RTI - OED Approval - Faculty', and 'RTI - Provost Certification to OED - Faculty'. The 'From' field is populated with 'lksmith@bgsu.edu'. The 'To', 'CC', and 'BCC' fields are empty, with a note: 'Multiple email addresses must be separated by a comma; use the look-up to find system user emails.' The 'Subject' field is also empty.

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

Attach Request to Interview rationale by clicking the drop down box for Job Documents, select document and click the attach  icon. If you have a Chair/Director RTI memo, select and click attach icon to include as attachment. Default text is included in the body of the email. You may add other instructions or comments.

Click  Send

From: Current User - Lori Smith (lksmith@bgsu.edu)

To:

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

CC:


Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

BCC:

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

Subject: Request to Interview Review for Z* Test Assistant Professor

Attachments: No file selected.

Job Documents: *Request to Interview Rationale Memo (Request to Interview Rationale Memo - 09/09/2016) 



Message:

Z* Test Assistant Professor position in the A&S Dean department.

This is to certify that I have reviewed the credentials of the applicants recommended for on-campus interviews, or as alternates for on-campus interviews, as noted by the Search Committee. I concur with their recommendation.

Please log into your administrative account (<https://bgsu.hiretouch.com/admin>) to begin your review and approval process.

body

 Send  Back

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