Request to Interview Approval – Dean

User Group: Dean

Purpose: The Dean will receive an email indicating that the Department Chair/School Director has approved applicants for on-campus interviews and request the Dean’s approval. The Dean will review all applicant documents, EEO information, rationale memo and approve/deny request for campus interviews.

Click JOBS tab

Click ‘Job Title’
To view applicants make sure your view tab in the drop down box is showing ‘Dean Applicant View’.

Review applications by selecting Image

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee</th>
<th>Status</th>
<th>Docs</th>
<th>Dean's Review</th>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Applicant 4, Testing</td>
<td>No</td>
<td>In Process</td>
<td></td>
<td></td>
<td>Female</td>
<td>White (not)</td>
</tr>
<tr>
<td>Test 1, BGSU</td>
<td>No</td>
<td>Hired</td>
<td></td>
<td></td>
<td>Male</td>
<td>Black or AAI</td>
</tr>
<tr>
<td>Test 3, BGSU</td>
<td>No</td>
<td>In Process</td>
<td></td>
<td></td>
<td>Female</td>
<td>White (not)</td>
</tr>
<tr>
<td>Test 4, BGSU</td>
<td>No</td>
<td>In Process</td>
<td></td>
<td></td>
<td>Female</td>
<td>White (not)</td>
</tr>
<tr>
<td>Tester, Lori</td>
<td>No</td>
<td>In Process</td>
<td></td>
<td></td>
<td>Female</td>
<td>Asian Amer</td>
</tr>
<tr>
<td>Tester, Lori 3</td>
<td>Yes</td>
<td>Decline - No Interview</td>
<td></td>
<td></td>
<td>Female</td>
<td>White (not)</td>
</tr>
<tr>
<td>Tester, Sandy</td>
<td></td>
<td>Incomplete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

EEO information can be viewed on this screen for all applicants:
Use filer options to see a selected demographics. This may aid in getting accurate counts of each demographic area to include in the EEO certification email. You can choose single or multiple selections. Then click ‘go’.

Click ‘Clear’ to see all applicants and clear out selection.
Approve Applicants

To approve each applicant, click ➕ in the Dean’s Review column.

Choose from On Campus Request Process List
Approved
Approved Tier 1
Approved Tier 2
Not Approved

Note – if someone was not moved forward to request to interview and the Dean would like them to include them in the 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 and the Dean can approve them.
Send Correspondence to Provost

Click ‘Send Correspondence’ (Send notification to the Provost that the Provost’s review & approval is needed)

Change Template from drop down list
Select ‘RTI - Dean to Provost - Faculty’
Complete necessary fields –

**To:** automatically populated to display Provost email

**CC:** add other email addresses by clicking 📥 icon and searching for name

**BCC:** automatically populates in Institutional Effectiveness

The Request to Interview Rationale Memo and EEO Worksheet will automatically attach to this email for the Provost’s review. Default text is included in the body of the email. You may add other instructions or comments.

Click **Send**