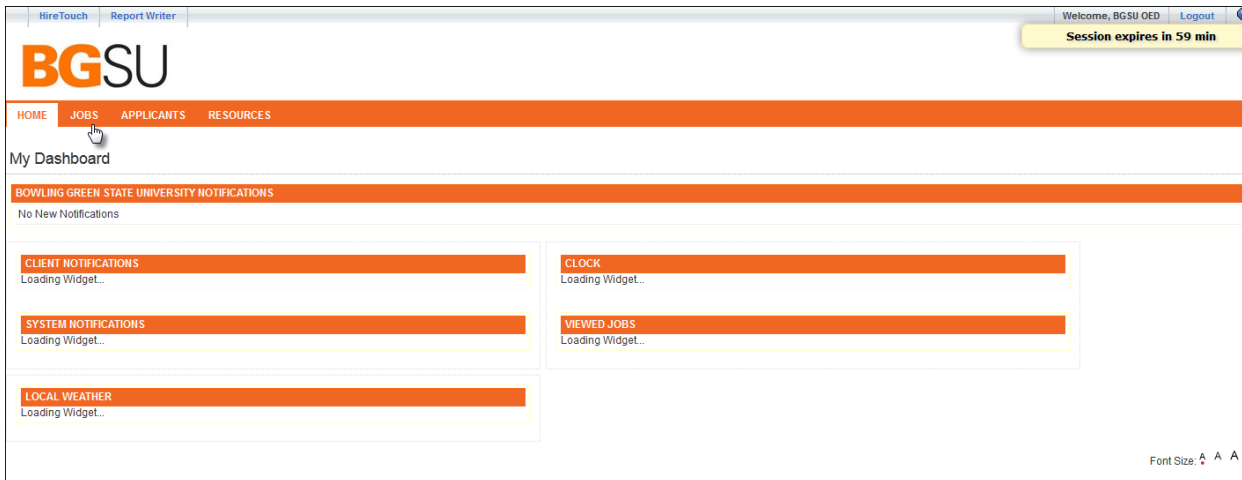


# Request to Interview Approval – Dean

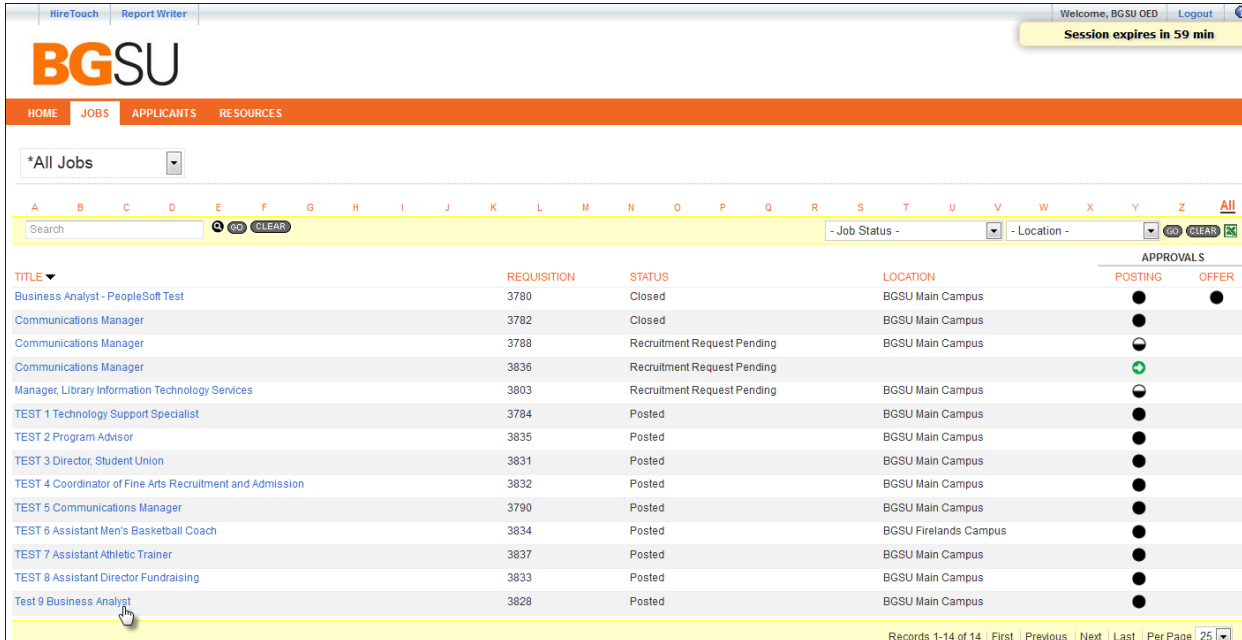
**User Group:** Dean

**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 and EEO certification. 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'.

**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

All Views  
 \*All Job Applicants - Faculty  
 Committee Members  
**Dean Applicant View**  
 Hiring Manager/Dept Chair or Director - Faculty  
 OED Applicants  
 Provost Applicant View

NAME	EMPLOYEE	STATUS	DOCS	DEAN'S REVIEW	GENDER	RACE	ETHNICITY	VETERAN STATUS	DISABLED PERSON
<input type="checkbox"/> External Applicant 1, Testing	No	In Process			I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> External Applicant 2, Testing	No	In Process			Male	I do not wish to disclose	I do not wish to disclose	Disabled Veteran	No
<input type="checkbox"/> External Applicant 4, Testing	No	In Process			Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	Recently Separated Veteran	No
<input type="checkbox"/> Test 1, BGSU	No	Submitted			I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> Tester, Lori	No	Submitted			Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	I am not a protected veteran	No

- Bulk Actions -

Review applications by selecting Image

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

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

Dean Applicant View

Search    Advanced Search

Date Applied  Application  Committee Review

Review  Applicant Ethnicity  Applicant Gender  Applicant Race

**EEO INFO**

NAME	EMPLOYEE STATUS	DOCS	DEAN'S REVIEW	GENDER	RACE	ETHNICITY	VETERAN STATUS	DISABLED PERSON
<input type="checkbox"/> External Applicant 1, Testing	No	In Process		I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> External Applicant 2, Testing	No	In Process	<b>Download Dossier</b>	Male	I do not wish to disclose	I do not wish to disclose	Disabled Veteran	No
<input type="checkbox"/> External Applicant 4, Testing	No	In Process		Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	Recently Separated Veteran	No
<input type="checkbox"/> Test 1, BGSU	No	Submitted		I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> Tester, Lori	No	Submitted		Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	I am not a protected veteran	No

- Bulk Actions -


Records 1-5 of 5 | First | Previous | Next | Last | Per Page 25

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 Prospe

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"/> <a href="#">External Applicant 1, Testing</a>	No	In Process	09/01/16				
<input type="checkbox"/> <a href="#">External Applicant 2, Testing</a>	No	In Process	09/01/16				
<input type="checkbox"/> <a href="#">External Applicant 4, Testing</a>	No	In Process	09/01/16				
<input type="checkbox"/> <a href="#">Test 1, BGSU</a>	No	Submitted	09/01/16				
<input type="checkbox"/> <a href="#">Tester, Lori</a>	No	Submitted	09/01/16				

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:

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

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

Dean Applicant View

+ Add an Applicant

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    Advanced Search

Date Applied  Application  Committee Review

Review  Applicant Ethnicity  Applicant Gender  Applicant Race

EEO INFO								
NAME	EMPLOYEE STATUS	DOCS	DEAN'S REVIEW	GENDER	RACE	ETHNICITY	VETERAN STATUS	DISABLED PERSON
<input type="checkbox"/> External Applicant 1, Testing	No	In Process	<input type="checkbox"/> <input checked="" type="checkbox"/>	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> External Applicant 2, Testing	No	In Process	<input type="checkbox"/> <input checked="" type="checkbox"/>	Male	I do not wish to disclose	I do not wish to disclose	Disabled Veteran	No
<input type="checkbox"/> External Applicant 4, Testing	No	In Process	<input type="checkbox"/> <input checked="" type="checkbox"/>	Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	Recently Separated Veteran	No
<input type="checkbox"/> Test 1, BGSU	No	Submitted	<input type="checkbox"/> <input checked="" type="checkbox"/>	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> Tester, Lori	No	Submitted	<input type="checkbox"/> <input checked="" type="checkbox"/>	Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	I am not a protected veteran	No

- Bulk Actions - Records 1-5 of 5 | First | Previous | Next | Last | Per Page 25

Use filter 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'.

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

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

Dean Applicant View

+ Add an Applicant

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    Advanced Search

Date Applied  Application  Committee Review

Review  Applicant Ethnicity  Applicant Gender  Applicant Race

NAME	EMPLOYEE STATUS	DOCS	DEAN'S REVIEW	GENDER	RACE	ETHNICITY	VETERAN STATUS	DISABLED PERSON
<input type="checkbox"/> External Applicant 1, Testing	No	In Process	<input type="checkbox"/> <input checked="" type="checkbox"/>	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> External Applicant 2, Testing	No	In Process	<input type="checkbox"/> <input checked="" type="checkbox"/>	Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	I do not wish to disclose	No
<input type="checkbox"/> External Applicant 4, Testing	No	In Process	<input type="checkbox"/> <input checked="" type="checkbox"/>	Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	I do not wish to disclose	No
<input type="checkbox"/> Test 1, BGSU	No	Submitted	<input type="checkbox"/> <input checked="" type="checkbox"/>	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	No
<input type="checkbox"/> Tester, Lori	No	Submitted	<input type="checkbox"/> <input checked="" type="checkbox"/>	Female	White (not of Hispanic Origin)	Non-Hispanic/Latino	I do not wish to disclose	No

- Bulk Actions - Records 1-5 of 5 | First | Previous | Next | Last | Per Page 25

Click 'Clear' to see all applicants and clear out selection.

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

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

Dean Applicant View

Search [GO] CLEAR Advanced Search Date Applied Application Committee Review

Review Applicant Ethnicity Applicant Gender I do not wish to disclose, I do not wi... [GO] CLEAR [X]

EEO INFO

NAME	EMPLOYEE STATUS	DOCS	DEAN'S REVIEW	GENDER	RACE	ETHNICITY	VETERAN STATUS	DISABLED PERSON
External Applicant 1, Testing	No	In Process			I do not wish to disclose	I do not wish to disclose	I do not wish to disclose	I do not wish to disclose

To approve each applicant, Click  in the Dean's Review column

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


Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

Dean Applicant View

Search [GO] CLEAR Advanced Search Date Applied Application

Review Applicant Ethnicity Applicant Gender

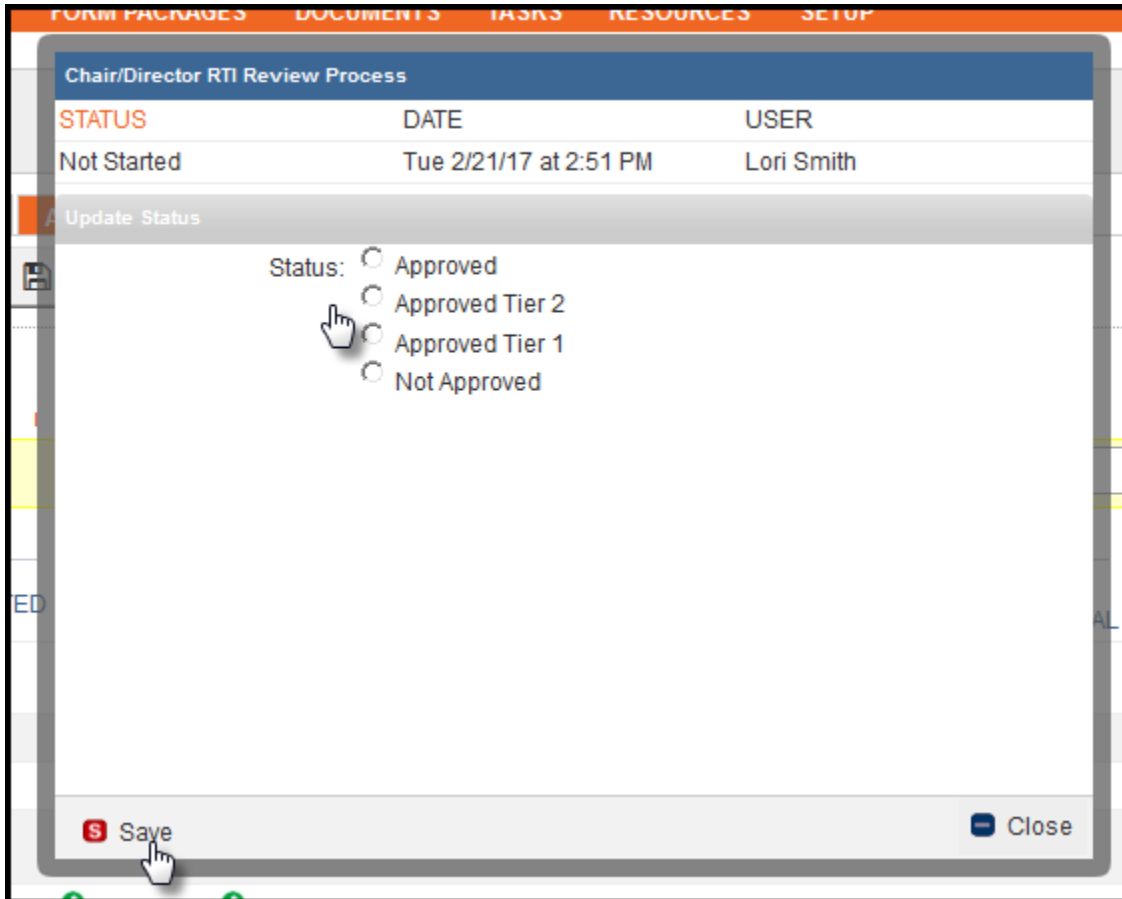
EEO INFO

NAME	EMPLOYEE STATUS	DOCS	DEAN'S REVIEW	GENDER	RACE	ETHNICITY
External Applicant 1, Testing	No	In Process		I do not wish to disclose	I do not wish to disclose	I do not wish to disclose
External Applicant 2, Testing	No	In Process	Not Started 09/08/16		I do not wish to disclose	I do not wish to disclose
External Applicant 4, Testing	No	In Process		Female	White (not of Hispanic Origin)	Non-Hispa
Test 1, BGSU	No	Submitted		I do not wish to disclose	I do not wish to disclose	I do not wish to disclose
Tester, Lori	No	Submitted		Female	White (not of Hispanic Origin)	Non-Hispa

- Bulk Actions - Records

Choose from On Campus Request Process List  
Approved (to be used for by invitation)  
Approved Tier 1  
Approved Tier 2  
Not Approved



Click  Save



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

 Save  Close

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.

When all are approved:

Click 'Send Correspondence' (Send notification to the Provost that review and EEO certification has been completed and the Provost's review & approval is needed)

The screenshot shows a web application interface with a top navigation bar containing 'POSITION FORMS', 'FORM PACKAGES', 'DOCUMENTS', 'TASKS', 'RESOURCES', and 'SETUP'. Below this is a 'Pending' status bar. A secondary navigation bar includes 'Processes', 'Forms', 'Applicant Review', 'Campaigns', 'Posting', and 'Job Prospects'. A dropdown menu is set to 'Provost - 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, all dated '09/01/16'. A sidebar on the right contains 'Actions' (Edit Demographics, Edit Questions, Send Correspondence, Upload Document, Attach Send Correspondence, Create a Task, Copy Job) and 'Job Details' (Created: 08/31/2016, Category: Faculty, Status: Approval Pending, Location: BGSU Main Campus).

Change Template from drop down list

Select 'RTI - Dean (or Designee) EEO Certification to Provost - Faculty'


The screenshot shows a web application interface for a 'Z\* Test Assistant Professor' position at 'BGSU Main Campus - Faculty - Approval Pending'. The top navigation bar includes 'Properties', 'Applicants', 'Activity', 'Processes', 'Forms', 'Applicant Review', 'Campaigns', 'Posting', and 'Job Prospects'. Below this is a 'Correspondence' section with a 'Change Template:' dropdown menu. The dropdown menu is open, showing a list of templates, with 'RTI - Dean (or Designee) EEO Certification to Provost - Faculty' selected. The 'Correspondence Details' section includes fields for 'From:' (lksmith@bgsu.edu), 'To:', 'CC:', 'BCC:', and 'Subject:'. The 'To:', 'CC:', and 'BCC:' fields have a note: 'Multiple email addresses must be separated by a comma; use the look-up to find system user emails.'



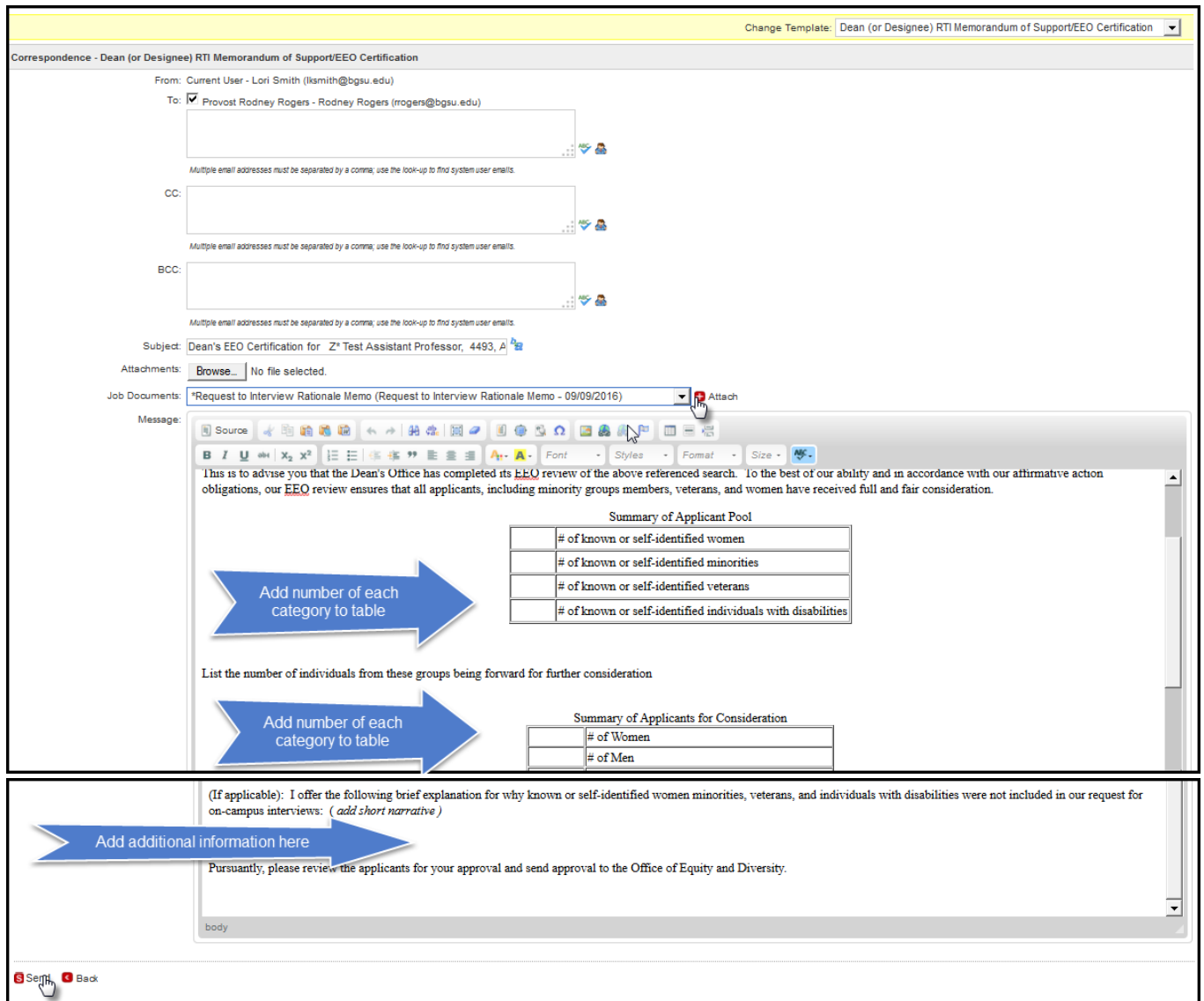
Complete necessary fields –

‘To’ automatically populated to display Provost email

‘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 to select document and click the attach  icon. Default text is included in the body of the email. **Add information** to complete the ‘Summary of Applicant Pool’ and ‘Summary of Applicants for Consideration’ tables. You may add additional information to the email body.

Click  Send



The screenshot shows an email composition interface. At the top, it says "Change Template: Dean (or Designee) RTI Memorandum of Support/EEO Certification". The "To:" field is populated with "Provost Rodney Rogers - Rodney Rogers (rogers@bgsu.edu)". The "Subject:" field is "Dean's EEO Certification for Z\* Test Assistant Professor, 4493, A". The "Job Documents:" dropdown is set to "Request to Interview Rationale Memo (Request to Interview Rationale Memo - 09/09/2016)".

The email body contains the following text: "This is to advise you that the Dean's Office has completed its EEO review of the above referenced search. To the best of our ability and in accordance with our affirmative action obligations, our EEO review ensures that all applicants, including minority groups members, veterans, and women have received full and fair consideration."

Two tables are present in the body:

# of known or self-identified women
# of known or self-identified minorities
# of known or self-identified veterans
# of known or self-identified individuals with disabilities

Below the first table is the instruction: "List the number of individuals from these groups being forward for further consideration".

# of Women
# of Men

At the bottom, there is a text area with the instruction: "(If applicable): I offer the following brief explanation for why known or self-identified women minorities, veterans, and individuals with disabilities were not included in our request for on-campus interviews: (add short narrative)".

Annotations with blue arrows point to the tables and the text area, with the text "Add number of each category to table" and "Add additional information here".