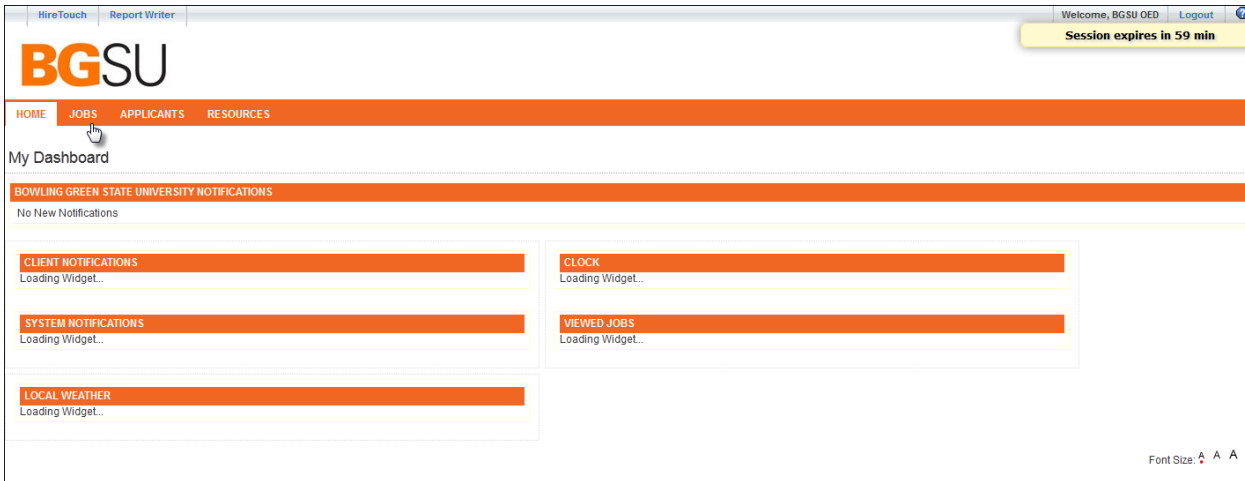


# Request to Interview Approval – Provost

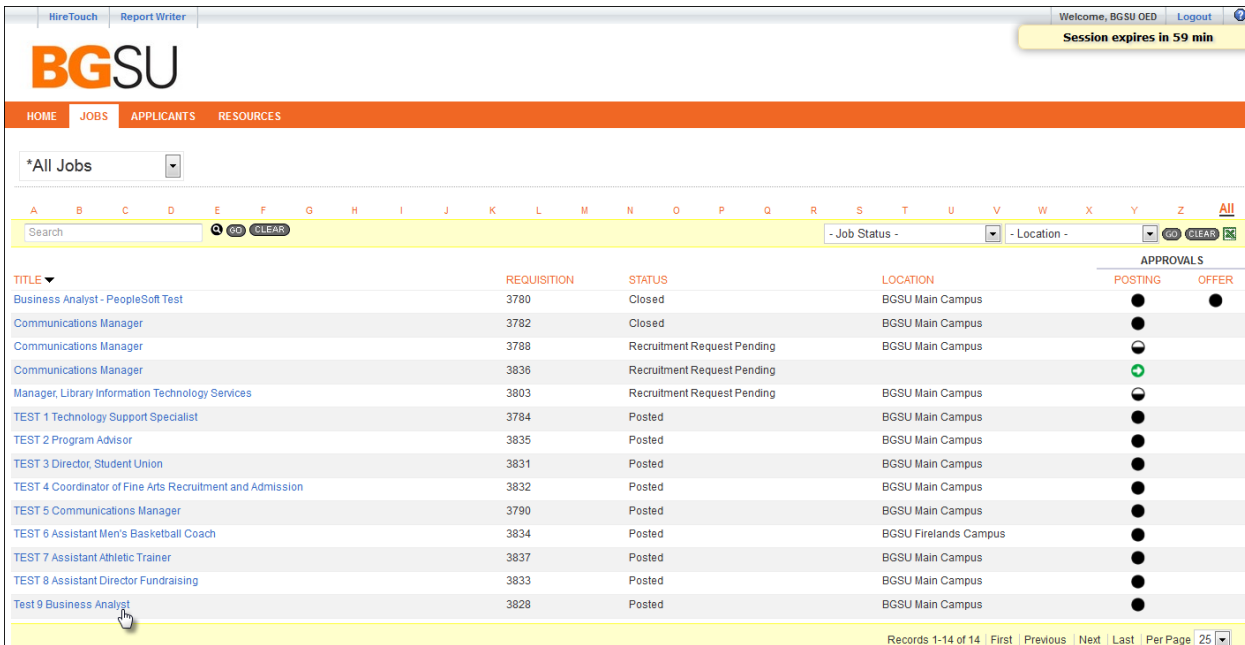
**User Group:** Provost

**Purpose:** The Provost will receive an email indicating that the Dean has approved applicants for on-campus interviews along with the EEO certification and request the Provost’s review for approval. The Provost will review all applicant documents, EEO information, rationale memo and approve/deny request for campus interviews. Rationale memo will be attached to the email sent to the Provost. Notification will be sent to the HR Equity & Diversity Officer.

Click **JOBS** tab



Click 'Job Title'



To view only applicants being requested for on-campus interviews, make sure your view tab in the drop down box is showing 'Provost Applicant View'. If you wish to review all applicants, choose 'Dean Applicant View' from drop down.

**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	DOCS	STATUS	COMPLETED	REFERENCE LETTERS	SCREENING	COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROV
<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 -

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

Provost 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

Application  Applicant Gender

Applicant Race  Applicant Ethnicity

EEO INFO

NAME	EMPLOYEE	STATUS	DOCS	PROVOST'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

- Bulk Actions -


Records 1-1 of 1 | 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 for all applicants on the Dean's view:

**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 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 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 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 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 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 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 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 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 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 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 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

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

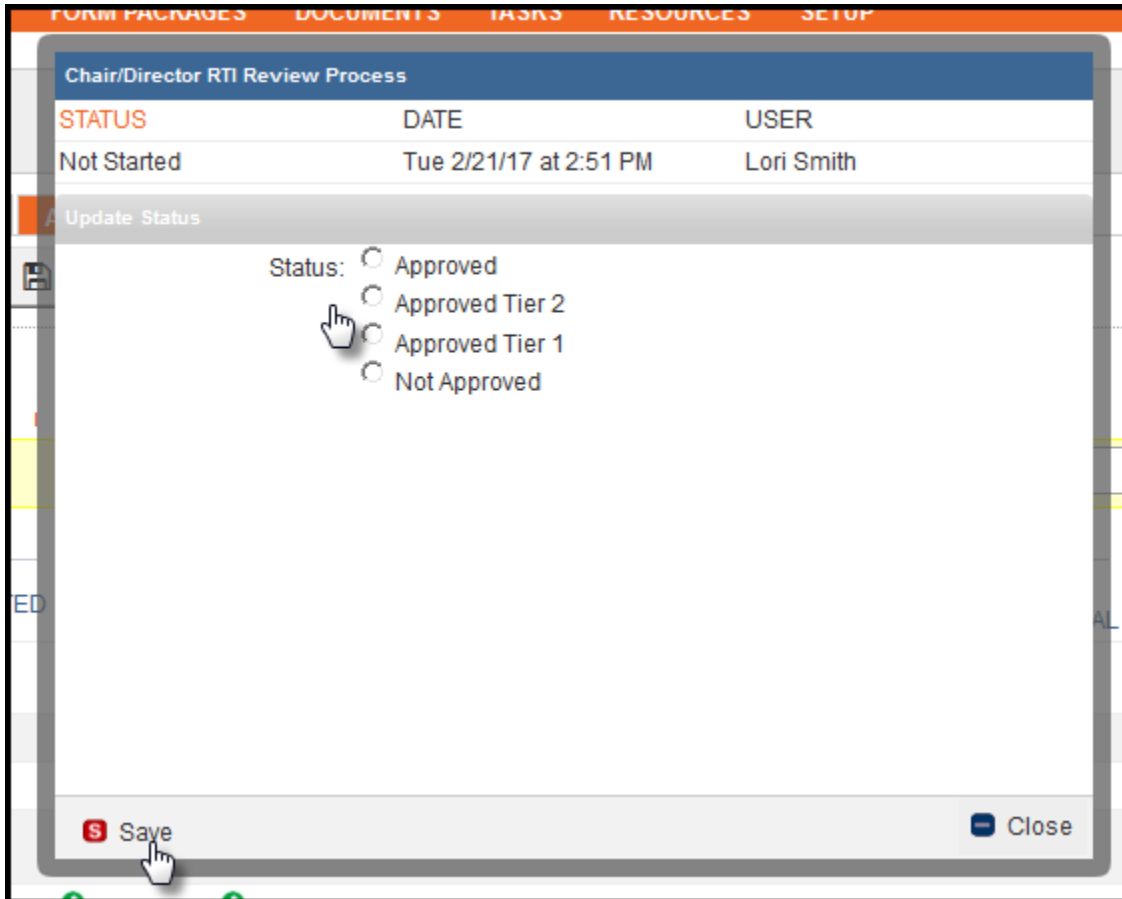
The screenshot shows the 'Dean Applicant View' for the position 'Z\* Test Assistant Professor' at BGSU Main Campus - Faculty - Approval Pending. The interface includes a navigation bar with tabs for Properties, Applicants, Activity, Processes, Forms, Applicant Review, Campaigns, Posting, and Job Prospects. Below the navigation bar is a search area with a search box, a 'GO' button, a 'CLEAR' button, and an 'Advanced Search' link. There are also dropdown menus for 'Date Applied', 'Application', and 'Committee Review'. A table of applicants is visible, with columns for NAME, EMPLOYEE STATUS, DOCS, DEAN'S REVIEW, GENDER, RACE, ETHNICITY, VETERAN STATUS, and DISABLED PERSON. The first applicant is 'External Applicant 1, Testing' with a status of 'In Process' and a 'Review' column containing a green plus sign. A 'Clear' button is highlighted in the bottom right corner.

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

The screenshot shows the 'Provost Applicant View' for the position 'Z\* Test Assistant Professor' at BGSU Main Campus - Faculty - Approval Pending. The interface includes a navigation bar with tabs for Properties, Applicants, Activity, Processes, Forms, Applicant Review, Campaigns, and Posting. Below the navigation bar is a search area with a search box, a 'GO' button, a 'CLEAR' button, and an 'Advanced Search' link. There are also dropdown menus for 'Application' and 'Applicant Race'. A table of applicants is visible, with columns for NAME, EMPLOYEE STATUS, DOCS, PROVOST'S REVIEW, GENDER, RACE, and ETHNICITY. The first applicant is 'External Applicant 1, Testing' with a status of 'In Process' and a 'Provost's Review' column containing a green plus sign. A tooltip for the plus sign shows the text 'Not Started 09/09/16'.

- 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 Provost 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, Dean and Provost can approve them.

When all are approved:

Click 'Send Correspondence' (Send notification to HR Equity & Diversity Officer that review has been completed and review & approval is needed)

The screenshot shows a recruitment system dashboard. At the top, there are navigation tabs: POSITIONS, 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, all dated 09/01/16. The HIRING column includes sub-columns like APPROVAL, BACKGROUND, OFFER, and WELCOME. A sidebar on the right contains 'Actions' (Edit Demographics, Edit Questions, Send Correspondence, Upload Document, Attach Send Correspondence, Create a Task, Copy Job), 'Processes' (Posting Pending 8/31/16, Approval: Approval), and 'Job Details' (Created: 08/31/2016, Category: Faculty, Status: Approval Pending, Location: BGSU Main Campus).

Change Template from drop down list

Select 'RTI – Provost Certification to HR Equity & Diversity Officer - Faculty'


The screenshot shows a 'Correspondence' form. The 'Change Template:' dropdown menu is open, displaying a list of templates. The selected template is 'RTI - Provost Certification to HR Equity & Diversity Officer - Faculty'. The form fields include 'From: lksmith@bgsu.edu', 'To:', 'CC:', 'BCC:', 'Subject:', and 'Attachments: Browse... No file selected.' The dropdown menu options include: Employment Request Form Approval Rejected, Faculty Applicant Selection Authorization Form Approved, Faculty Job Approved and Posted, 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 - Depart Chair/School Director to Dean (or designee) - Faculty, RTI - OED Approval - Faculty, RTI - Provost Certification to HR Equity & Diversity Officer - Faculty, Search Committee Instructions, Search Committee Instructions - Internal Classified, and Search Committee Instructions-FACULTY.



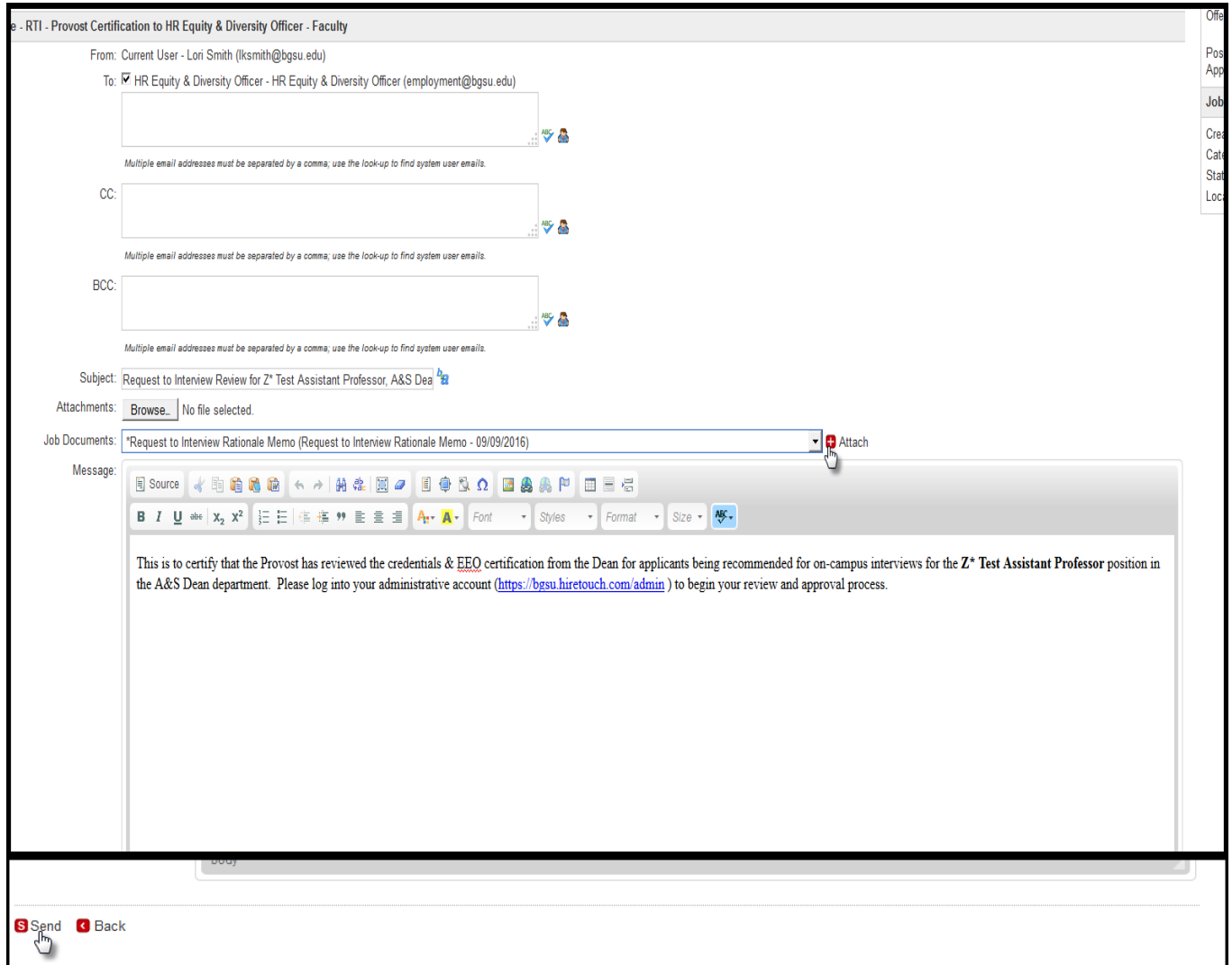
Complete necessary fields –

‘To’ automatically populated to display HR Equity & Diversity Officer’s 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. You may add additional information to the email body.

Click  Send



e - RTI - Provost Certification to HR Equity & Diversity Officer - Faculty

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

To:  HR Equity & Diversity Officer - HR Equity & Diversity Officer (employment@bgsu.edu)

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:

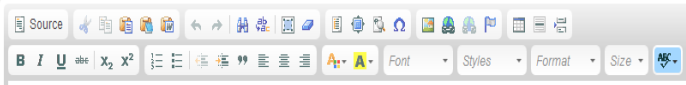
Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

Subject: Request to Interview Review for Z\* Test Assistant Professor, A&S Dea



Attachments:  No file selected.

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

Message:



This is to certify that the Provost has reviewed the credentials & EEO certification from the Dean for applicants being recommended for on-campus interviews for the Z\* Test Assistant Professor position in the A&S Dean department. Please log into your administrative account (<https://bgsu.hiretouch.com/admin>) to begin your review and approval process.

 Send  Back