Our Tradition...

Your Opportunity

PV TALENT SYSTEM
CHANGING APPLICANT WORKFLOW STATES
The current Workflow State of the application will be in this column.

NOTE – Changing applicants will create the “Applicant Flow” to show how applicants progressed through the selection process.
1. Click on the “Take Action On Job Application” to change the status of the application.

NOTE - Applicant statuses can only be changed by the Initiator. The Search Committee Chair will need to work closely with the department’s Initiator to ensure applicant statuses are changes at each phase of the selection process.
1. Select the change in status here.

NOTE – Start by eliminating those applications that were not selected for interview by placing them at the status of “Not Selected for Not Interviewed Not Hired”. The system will send an email notification to the unsuccessful applicants indicating that the application is no long under consideration.
1. Select the reason the applicant was not selected for interview.

2. Click “Submit”.

The green confirmation notification will appear to indicate the status of the applicant was successfully changed.
Notice the current change in status “Not Interviewed Not Hired” will be reflected under the Workflow state.
1. Next, indicate the applicants that were selected for interview.
1. Click “Submit”.

NOTE - No selection reason is needed when changing the status to “Selected for Interview”.
After identifying the applicants interviewed, then indicate the applicant they were “Interviewed Not Hired.”
1. Select the reason the applicant was not selected for hire.

2. Click “Submit”
Once the successful applicant(s) have been identified for prospective hire, change the status to “Recommend for Hire”.

NOTE – If the position is budgeted then only one applicant maybe recommended for hire. If the position is for a temporary position or adjunct faculty multiple applicants may be recommended for hire.
Click "Submit".
Once the applicant’s status is changed to “Recommended for Hire”, the “Start Hiring Proposal” option will appear.

NOTE - Steps on how to complete the Hiring Proposal are covered in a separate tutorial.