FACULTY HIRING TALEO USER GUIDE FOR INTERVIEW POOL REVIEW/APPROVAL



UNIVERSITY. Office of the Provost

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1 Introduction

Included in these materials are step by step instructions for the Department Chair, Dean, Vice Provost and OIIE to review and approve an interview pool

1.1 Course Goals

This guide includes instruction for the following:

- Taking actions on candidates to approve/decline for interview pool
- Understanding the candidate selection workflow structure and moving candidates through the workflow





2 Interview Pool Management

2.1 JOB AID: Pre-Interview Approval for Department Chairs, Deans, Vice Provost and OIIE

This job aid provides step-by-step instructions for two different ways Department Chair, Dean, Vice Provost and OIIE to be able to see applied candidates and approve/pass candidates for on campus interviews.

User can go to the Faculty document storage in ImageNow to review uploaded application files. Applicants can be found in ImageNow using the requisition id, TU search number, name or candidate identifier. See Section 3.1 for information on using ImageNow and section 3.2 for viewing files in Taleo.

2.1.1 Option 1 to View and Approve Interview Candidates (This is the quickest)

1) Navigate to Taleo environment using link -> https://towson.taleo.net/

Towson	University /	Authenticated Login
Use	your Towson Univ	versity NetID to log into
	An External Se (http://stgtowson.t	aleo.net/smartorg)
Use	rname	
Pas	sword	
	Lo	gin
For	got Password	Manage My NetID
	Terms and	Conditions
	Questions and	/or Comments?

i.

2) Once logged into Taleo, either the Welcome screen or Dashboard will display (this is dependent on the user. From the Welcome screen, select 'Submissions' from the left menu OR from the Dashboard select 'Submissions' from the top menu





a. Welcome Screen:



b. Dashboard:

ORACLE [.]						Look up a candidate	v (۹
	TASKS	REQUISITIONS	SUBMISSIONS	OFFERS	CANDIDATE POOLS	S SEARCH		

Welcome Mildred McMillan-FDC!

Welcome to the Recruiting Center.

3) Expand Submissions under the Filters on the left.

Filters Advanced Filters 📀	<u>.</u>	All Sul	omissions (2)						
Show submissions for requisitions:	FILTER	s Show	submissions for requisitions: All candidates 🔞	Status: Open (Clear	All			
All candidates 🔹	żî 🦻		More Actions 🔻			List Format	Standa	ard View	
Include inactive requisitions		j≈	⊗ Candidate	ñ	Step 2 🔻	Step, Status, Icon 3 🔻	Ø	Req. ID 1 🔻	Req. Title
Since MMM d, yyyy		i	McMillan, Mildred (148941)		Offer	Offer - Offer Accepted	Ø	200000E2	Test Requisition 2
Candidates	0	i>	Harris, Judy (12252)	Â	New	New - To Be Reviewed	Ø	200000E2	Test Requisition 2
step	۱ o item	(s) select	ed.			Page 1 of 1 (1-	2 of 2 iter	ms) K	: 1 >

- 4) To filter for the candidates awaiting approval, enter 'Pre' in the step field and then select the down arrow. This narrows down the options to select the below step.
 - a. Department Chair Select 'Pre-Interview Screen Dept Chair
 - b. Dean Select 'Pre-Interview Screen Dean'
 - c. Vice Provost Select 'Pre-Interview Screen Vice Provost'
 - d. OIIE Select 'Pre-Interview Screen OIIE'





Advanced Filter	s 📀	FILTER	All Submissions (1000)	Status: Open	O Clear	All			
All candidates	*	1 1 -	💫 🞽 👼 More Actions 🔻			List Format	Stand	lard View	
Include inactive requisition	IS	••	i 🗢 Candidate	ň	Step 2 🔻	Step, Status, Icon 3 🔻	Ø	Req. ID 1 🔻	Req. Title
Pre-Interview Screen - Dean Pre-Interview Screen - Dept Chair Pre-Interview Screen - OIIE		0	Karimi, Hamid (696385)		New	New - To Be Reviewed	0	2100000Q	Assistant Professor track)in D Sciences Distribut Systems
Pre-Interview Screen - Vice Provost Pre	• •	0	Gao, Yifeng (696446)		New	New - To Be Reviewed	Ø	2100000Q	Assistant Professor track)in D Sciences Distribute Systems

5) Then select to 'Apply Filters'. This will then show any candidates on any requisitions waiting approval

u are here > All Submissions							
Filters Advanced Filters 🔗		Submissions (2)					
Show submissions for requisitions:	FILTERS SI	how submissions for requisitions: All candidates	Step: Pre-Interview Screen	Vice Provost O Status	s: Open 🕻	Clear All	
All candidates 👻	±i ₽%	More Actions 👻		List Format	Stand	ard View	
 Include inactive requisitions Since 	o ~ i ≈	⊗ Candidate	🐔 Step 2 🔻	Step, Status, Icon 3 🔻	Ø	Req. ID 1 🔻	Req. Title
mmm d. yyyy 💼	0	See, Eugene (694085)	Pre- Interview Screen - Vice Provost	Pre-Interview Screen - Vice Provost - Vice Provost Pre- Interview Review	0	21000002	Assistant Entrepre
Submissions Step Pre-Interview Screen _ * Q1	0	Dutta, Koushikee (694326)	Pre- Interview Screen - Vice Provost	Pre-Interview Screen - Vice Provost - Vice Provost Pre-Interview Review	Ø	21000002	Assistant Entre <mark>pre</mark> r

- 6) To change the step and status of a candidate and approve or decline for the interview pool, select one or more candidates using the checkboxes to the left of the candidate name as shown above. (NOTE: You may also click on the candidate name to open that specific candidate.)
- 7) Then click the **Change Step/Status** shortcut button at the top of candidate listings and the top of a candidate's file

- OR -

From the More Actions drop-down list, select the Change Step/Status option.





RECRUITING TASKS REQUIS	ITIONS SUBMISS	IONS OFFERS CANDIDATE POOLS	SEARCH	
You are here > Requisition List > Submission Lis	t	1	Back to Requisition List	
		Selection Process		
		🙃 Bypass Selection Steps	uisition ID: 200000A9) [d	
✓ Selection process	FILTERS Step: Pro	Revert Latest Change of Step/Status	erview Review 💿 🛛 Clear All	
Step Pre-Interview Screen (4) 💿	11 %	Candidate has declined		List Format Screening
Status	✓ i	I_{\otimes} Reject Submission	Step	Selection Status
Passed Dept Chair Pre-Interview Review (3) 💿		🥂 Change Step/Status	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review
Candidates		Link to Requisition	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review
Submissions		A Create New Candidate Other Actions	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review
	3 item(s) selected.	Add Candidate to Folder		Page 1 of 1 (1-3 of 3 items) K < 1 > X
Apply Candidate Filters Clear All		Download As Excel		

- 8) From the **Status** drop-down list, select the following based on your approval role:
 - a. Department Chair
 - i. If approving for interview pool, select a status of 'Passed Dept Chair Pre-Interview Review'
 - ii. If declining for interview pool, select a status of 'Did Not Pass Dept Chair Pre-Interview Review'
 - b. Dean
 - i. If approving for interview pool, select a status of 'Passed Dean Pre-Interview Review'
 - ii. If declining for interview pool, select a status of 'Did Not Pass Dean Pre-Interview Review'
 - c. Vice Provost
 - i. If approving for interview pool, select a status of 'Passed Vice Provost Pre-Interview Review'
 - ii. If declining for interview pool, select a status of 'Did Not Pass Vice Provost Pre-Interview Review'
 - d. OIIE
 - i. If approving for interview pool, select a status of 'Passed Dept Chair Pre-Interview Review'
 - ii. If declining for interview pool, select a status of 'Did Not Pass Dept Chair Pre-Interview Review'





Bulk Action - Change Step and Status			×
You are performing this action on 4 submissions . Currently in			Change to
Step Status Pre-Interview Screen Pre-Interview Dean Review	+	Step Pre-Interview Screen	Status Passed Dept Chair Pre-Intervi Pre-Interview Dept Chair Review
Comments Please enter comments here			Passed Dept Chair Pre-Interview Review submissions individually) Passed Dean Pre-Interview Review Pre-Interview Review Pre-Interview Vice Provost Review Passed Vice Provost Pre-Interview
			Cancel Apply and Continue Apply and Close

9) **IMPORTANT FOR ALL USERS:**

- a. If approving or passing candidate(s) for interview pool, after selecting the status for pass from the previous step first select the 'Apply and Continue' button to record the status. Then select 'Apply and Close' to move to the next approver's queue. This two-click process is required to move to the next approvers queue (for OIIE move to ready to be interviewed) and make it easier for each approver to identify candidates waiting on their approval or let the search committee know that the candidate is fully approved.
- b. If declining the candidate for the interview pool, after selecting the status of did not pass from the previous step, select 'Apply and Close'. Someone from the search committee will then move the applicant to a status of 'Reject' if needed.

The details of all steps and statuses with the order are below in 'Faculty Candidate Selection Workflow' (see Section 3.6).

2.1.2 Option 2 to View and Approve Interview Candidates

1) Navigate to Taleo environment using link -> <u>https://towson.taleo.net/</u>

Towson University Authenticated Login
Use your Towson University NetID to log into
An External Service Provider (http://stgtowson.taleo.net/smartorg)
Username
Password
Login
Forgot Password Manage My NetID
Terms and Conditions
Questions and/or Comments?



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2) Once logged into Taleo, from the Welcome screen, select 'Requisitions' from the left menu and the requisition list will display

ORACLE				L 00	kup a candidate	γ Q	💄 Mildred McMilla	n-FacHM ▼
RECRUITING	TASKS R	EQUISITIONS	SUBMISSIONS	OFFERS	CANDIDATE POOLS	SEARCH		
You are here > Requis	ition List						Create	Requisition
Filters	:		Requisitions (6) छ्रे Show requisitions	s: All requisitions	 Clear All 			
All requisitions	requisitions	•	More Actions	•		List Format	Standard View	•
 Status 	requisitions		i≈ 👁	ID	TU Search Number	Title		Departr
Apply Filters	Clear All		(1) 3	200000A0	CBE-3299	Assistant	Professor in Accounting	Account
			i≈ 0	20000096	CBE-3394	Assistant	Professor in Accounting	Account
			0	20000095	CBE-9995	Professor	in Finance	Busines Analytic Technol Manage

3) Locate the applicable requisition by using the filters or scrolling

Filters 🗸 📀	
Show requisitions:	
All requisitions 🔻	
Include inactive requisitions	
← Status	
Requisition Title	
Requisition ID	
200000A9 3	
Status	
🗆 Draft	
Pending	
Open	

4) In the Active Candidate Count column, click the hyperlink displaying the number of candidates. TIP: 'Filters' on the left hand side can be used to find requisition. Enter search data and then select 'Apply Filters' at bottom of section. The 'Filters' tab can also be collapsed to see more data elements on the screen.



ORACLE [®]				L Loo	kup a candidate	~ Q	💄 Mildred McMilla	n-FacHM 🔻
RECRUITING	TASKS	REQUISITIONS	SUBMISSIONS	OFFERS	CANDIDATE POOLS	SEARCH		
You are here > Requis	sition List						Create	Requisition
Filters 🗸	:		Requisitions (6)	s- All requisitions	O Clear All			
All requisitions		•	More Actions	•		List Format	Standard View	•
Include inactive Status	e requisitions		~ i~ @	ID	TU Search Number	Title		Departr
Apply Filters	Clear All		3	200000A0	CBE-3299	Assistant	Professor in Accounting	Account
			i ~ 0	20000096	CBE-3394	Assistant	Professor in Accounting	Account
			0	20000095	CBE-9995	Professo	in Finance	Busines Analytic Technol Manage

5) The candidate submissions for the selected requisition displays. To display only candidates currently in the Pre-Interview step and waiting approval, use the 'Filters' tab on the left. Under Step under filters, click on Pre-Interview Screen.

ORACLE [®]					💄 Look	up a candidate 🔹 🗸 🗸 🗸 🗸 🗸 🗸	Q	≗ №	lildred McMillar	-FacHM 🔻
RECRUITING TASKS REQUISIT	TIONS	SUBMISSIONS	OFFERS	CANDIDATE PC	OOLS SEARCH					
You are here > Requisition List > Submission List									Back to Requisiti	on List
Filters 📀	<u>.</u>	Submission	5 for: Assistant F	Professor in Accou	unting (Requisition	ID: 200000A0) 🔂				
- Selection process	FILTERS	No filters are	applied							
Step New (2)	żî 🖻	s 💫 🛃	More Actions 🔻			List	Format	Standard \	/iew	•
Search Committee Screen (1) First Cut Review	•	i ≈ ⊗	Candidate	Select	tion Step, Status	Submission Creation	Requ	uirements	Assets	Home Pł
Pre-Interview Screen			Harris, Judy (669373)	Ø	New - To Be Reviewed	Sep 19	9, 2020	0/0	
Offer	0	i *	Schmitz, Cha	rles (669249)	Ø	New - To Be Reviewed	Sep 20), 2020	0/0	
Hire Candidates			McMillan, Mi	ldred (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	Sep 18	3, 2020	0/0	
Submissions	4									+

- 6) All of the statuses in this step will display with the number of candidates in the step. Click on the appropriate status.
 - a. Department Chair Select 'Pre-Interview Screen Dept Chair
 - b. Dean Select 'Pre-Interview Screen Dean'
 - c. Vice Provost Select 'Pre-Interview Screen Vice Provost'
 - d. OIIE Select 'Pre-Interview Screen OIIE'



Filters 🗸 📀
- Selection process
Step
Pre-Interview Screen (4) 🛽 🛽
Status
Bro Interview Dept Chair Poview
Pre-Interview Dept Chair Review
Passed Dept Chair Pre-Interview Review (3)
Pre-Interview Dean Review
Passed Dean Pre-Interview Review
Pre-Interview Vice Provost Review
Passed Vice Provost Pre-Interview Review
Pre-Interview OIIE Review (1)
Passed OIIE Pre-Interview Review
Rejected
Has Declined

7) The applicants in the status waiting to be approved/moved to next step display

You are here > Requisition List > Submission List					Back to Requisition List
Filters 🖌 💿	1 1 3	Submissions	for: Assistant Professor- CBE Test ((Requisition ID: 200000A9) 🔂	
✓ Selection process					
Step Pre-Interview Screen (4) 🔞	* °• (More Actio	ons 🔻		List Format Screening
Status		it 🙁	Candidate	Step	Selection Status
Passed Dept Chair Pre-Interview Review (3) 💿			Chambers, Matthew (669351)	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review
Candidates	0		Harris, Judy (669373)	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review
Submissions			Schmitz, Charles (669249)	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review
Apply Candidate Filters Clear All	0 item(s	5) selected.			Page 1 of 1 (1-3 of 3 items) K < 1 > X

8) Follow steps 6 through 9 in option 1 above.





3 Appendix

3.1 View Candidate Files in ImageNow

Search committee members will view applicant materials using a web based application that will work with any modern browser on any platform without the need to install the Perceptive Content/ ImageNow client.

To log into Perceptive Content Experience navigate to https://webnow.towson.edu/experience/#login

Login screen:

Towson UNIVERSITY. towsonprod						
User name						
Password						
Connect						

Use your Towson University NetID account for Perceptive Content. Log-in with your standard network credentials. Once logged in, click on the 'Workflow'

Nu > Home			۵
	Documents	Workflow	
	-		

button.

You will be taken to a Workflow space and all Searches where you participate in will be listed on the left. Navigate to the appropriate queue.





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TU TowsonDev	× +								— C	
← → C 🔒 inowdevweb	.towson.edu/exp	erience/#workflo	w/view/321Z4	I8D_00LXM9C5X	000007			0-7	२ 🕁	Θ:
🗰 Apps 🛛 PB 😑 STL 🕥 /	Affiliation 🛛 💆 Teo	chHelp 🔟 Team	Dynamix 📩 🛧	Bookmarks TU	TowsonDev TU Tows	onProd	TU Dynamic FA form 🍕	Info DEV		
Workflow										٩
	•	D.▼ D.▼								
WORKFLOW PROCESSES 	Search in CBE-3	3311 (TU Faculty S	Search):							Search
Candidate File Parking	Time In (Queue St	Searc	Candidat	Candidate N	Pag	Field4	Туре	Cand.	P R
CBE-3311 (TO Facult	19 days 21	hours 5 Idle	CBE-3311	519479	McMillan, Mildred	1	2020-08-26 09:15 PM	CV	Applica	nt 20
	21 days 21	hours 5 Idle	CBE-3311	519479	McMillan, Mildred	1	2020-08-24 02:02 PM	CV	Applica	nt 20
	21 days 21	hours 5 Idle	CBE-3311	519479	McMillan, Mildred	3		Candidate F	Applica	nt 20
										3 items

Click on the document to open it. The pages of the document are shown with thumbnail images on the left. Clicking on one of these will open that page. Note: Each 'page' is a separate file submitted by the applicant in their native, original format. For example, a multi-page PDF file will open the PDF file within the view screen with the PDF controls available to navigate through the PDF pages. The properties of the document are on a panel to the right. The Properties will list the Index values and other meta-data of the document. The page View / Zoom controls are on the bottom. To turn off the Properties box, clickthe 'Show or Hide Properties' button on the far-right hand side.





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Viewing Video Files

While most candidate files can be viewed within the Experience app, video files, AVI, MOV, MP4, etc., will need to be exported to your local machine. When you click on a page that is a video file, a short description of the file will display.





Along the bottom of the viewing panel, is the Download Page button:

There is a similar button on the top toolbar, this is to download the entire document. Use the Download Page button to just export the video file.

The file will be saved in your default Downloads folder, where you can open it using your computer's video software. Unfortunately, the file will be named with Perceptive Content's database identifier that is not very useful. You might want to rename the file to reference the candidate, but this is not necessary since the original file remains in the Content file store.

PDF	Open						
	Always open files of this type						
DOCX	Show in folder						
	Cancel	 + 33	+ +	Ŧ	8	8	I

While still in the document view, clicking the back arrow in the upper left corner will close the document and take you back to the queue.





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Faculty Hiring Taleo User Guide Interview Pool Review by Dept Chair, Dean, VP, OIIE



Clicking on the TU at the top left corner at any point will take you back to the initial 'Home' landing page.

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+	Ħ	Ś		+-	Î	Ŧ	[+	-	1	<u>□</u>	
Dem	io 07.tlf TIF			しい意見が導入されたことに 植民地の独立に伴ってITU 至った。この汎世界的性格は	て、「「「」」、「」、」、、、、、、、、、、、、、、、、、、、、、、、、、、、	たちち。 配慮する距離は約2、500」 起する問題の研究が多い。た	在でも、その影響を受け、会信・電話の技術・運用・料金CCITTは、上述のように	CITの事務局の合併による体において、電信部門と電話で電信回線と電話回線とを技	CCIFとCCITが合併 ユネーブで、第4回総会は、196、C マた。このCCITすは、同年同月に第8回総会	そして、CCIFは、19 た。 「国際委員会」である。CCIFには、この 「国際委員会」が設置され、こ にてててていての前身は、CC 15 17日本では高端委員会」が設置され、こ にててていた。 19 17日本では高端委員会」をし	の国際通信上の時期間を真先 ここで「TTT」は、国際電気会会 して「TTT」は、国際電気会会 にて「通路電気」ので、通路電気通路でので、100000000000000000000000000000000000

The top right "profile" button is how you Disconnect. Clickon the

button to Disconnect / Logoff.





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3.2 View Candidate Files and Attachments in Taleo

This job aid provides step-by-step instructions on how to view a candidate's file in Taleo. A candidate file contains candidate information such as personal information which includes address, email and phone number(s) from the Job Submission and the General Profile. To access the candidate file, click a candidate name in the list. Other tabs allow for viewing attachments and history of actions taken on or by the candidate. This topic covers the navigation of the sections and tabs within a candidate file.

Attachments (cv's, etc) may be uploaded into Taleo and can be viewed from the Attachments tab. However all attachments uploaded will be copied to ImageNow for review. <u>All hire documents for</u> <u>candidates should be reviewed via ImageNow (see Section 3.7).</u>

1) From the list of submitted candidates (accessed by clicking on the number in requisition list), click on candidate's name to view their file.

<u>.</u>	Submissions for: Assistant Professor in Accounting (Requisition ID: 200000A0)									
FILTER	s No filters are	applied								
<u>i</u>	z 🗞 🖶	More Actions 💌		List	Format	Standard View	•			
•	i≈ ⊗	Candidate	Ø	Selection Step, Status	Submis	ssion Creation	Requirements			
D		Harris, Judy (669373)	Ø	New - To Be Reviewed	Sep 19	, 2020	0/0			
	i*	Schmitz, Charles (669249)	Ø	New - To Be Reviewed	Sep 20	, 2020	0 / 0			
0		McMillan, Mildred (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	Sep 18	8, 2020	0/0			
•				SCREVIEW						

2) The candidate's file displays in view mode with the Job Submission tab selected and the Personal Information section expanded. In View mode, only fields that contain data display.

RECRUITING	TASKS REQUISIT	IONS SUBMISSIONS OFFERS	CANDIDATE POOLS	SEARCH					
'ou are here > Requisition List > Submission Lis									
Summary	Summary Submission: McMillan, Mildred for Assistant Professor in Accounting (ID: 200000A0)								
McMillan, Mil United States > Maryla Senior Consultant at In	nd > Baltimore Isight Global (Current)	10b Submission Attachmen	• History						
الم					Language: English	Expand All			
• Tother active suc	11155101(5)	Personal Information							
Submission	General Profile	Candidate Personal Informat	ion						
HIGHLIGHTS (CUR)	RRENT SUBMISSION)	First Name	Last Name	2	Preferred Name				
Required met As	sets met	Mildred	McMillan		Millie				





- 3) The candidate file is organized into two panes. The left pane 'Summary' contains the candidate card and supporting information. The candidate card can be flipped to display a quick view of either Submission details or General Profile details. The pane can also be expanded or collapsed/hidden.
- 4) The right pane contains the main content of the file as well as an action bar allowing users to perform actions on the candidate. Tabs provide complete information about the candidate. Depending on the candidate card side being viewed, the information displayed on the tabs will vary.
- 5) You can collapse Personal Information to see all sections. You can also expand each section within the Job Submission tab to review the candidate's information.

-						
Marka 🔁 🍢	More Actions 💌					
Job Submission	Attachments(2)	History				
Personal Information						
Submission Inf	ormation					
Profile Information						
Questionnaire						
▶ Diversity						

😼 Submission: McMillan, Mildred for Assistant Professor in Accounting (ID: 200000A0) 🗔





- 6) On the Job Submission form, navigate to the Questionnaire section.
 - Personal Information
 - Submission Information
 - Profile Information
 - Questionnaire

Prescreening Questionnaire

	Question	Answer	Required/Asset
1	Do you have a Master's degree?	→ Yes	-
		No	-
2	Are you proficient with various computer	→ Yes	-
	Excel, PowerPoint, and Outlook?	No	
			Required 0/0 Assets 0/0

- 7) If prescreening questions were added to the requisition, In the Prescreening Questionnaire block, you will see the candidate's answers to the questions. The green checkmark indicates the candidate's answer.
- 8) On the Job Submission tab, in the Personal Information block, the candidate's Email Address is noted.
- 9) Hover over each button on the Action bar and read the tooltip that explains them. Review the actions listed within the More Actions dropdown list. See section form 'Moving Candidates Through Hire Process' and 'Faculty Candidate Selection Workflow' for more information on how to move candidates and details on the steps and statuses.
- 10) Click the Attachments tab. There may not be attachments. All attachments will be copied to ImageNow for review.
- 11) Switch the Summary details that display on the left pane by using the slider to view either the









- 12) Submission details or the General Profile details.
- 13) Click the History tab. If applicable, modify the history of events to show additional events. Note that you can view the history for different job submissions from this tab.
- 14) On the left pane, in the Other Submissions section, click the Back to Submission List button to return to the list of candidates.



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- 15) You have viewed a candidate's file.
- 10) Hiding rejected candidates from list of candidates to make review cleaner and easier. From a listing of candidates, use the Filters panel to hide rejected candidates.

RECRUITING	TASKS	REQUISITIO	ONS	SUBMIS	SIONS	OFFERS	CANDIDATE POOLS	5 SEARCH					
Filters		\mathbf{O}	1 1 3	Submis	sions	for: Assistant P	rofessor in Accountin	ng (Requisition	ID: 200000A0) 🔂				
- Selection process			FILTERS	> No filte	ers are ap	pplied							
Step New (2)			🖆 💌	•%	● [More Actions 🔻			List	Format [Standard Vie	w	
Search Committee	Screen (1)		•	i*	⊗	Candidate		Ø	Selection Step, Status	Submis	sion Creation	Requi	rements
Pre-Interview Scre	en					Harris, Judy (6	69373)	8	New - To Be Reviewed	Sep 19	, 2020	0/0	
Offer	- r		0	j ~	٦	Schmitz, Char	les (669249)	Ø	New - To Be Reviewed	Sep 20	2020	0/0	
Hire - Candidates	L					McMillan, Mile	dred (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed	Sep 18	. 2020	0/0	
New in selection In selection pro	n process cess		4						SC Review				
Submissions			1 item(s) selected	d.				Page 1 0	1 (1-3	of 3 items)	K < 1	> >

- 11) In the Quick Filters section, expand the Candidates option.
- 12) Select the In selection process option.
- 13) At the bottom of the Filters panel, click the Apply Candidate Filters button.
- 14) Result: The rejected candidate is removed from the list.

3.3 Faculty Hiring Process Steps and Statuses (Candidate Selection Workflow)

9) The following table details the steps in the process to move applicants from pre-interview status to approval for on-campus interviews.



Candidate Step	Candidate Step Configuration	Candidate Status	Notes/Details of Candidate Status	Who Clicks	Comments Optional or Required?	Status in ImageNow
	Mandatory	To Be Review	Newly applied candidates - All candidates with completed applications	SYSTEM	Optional	New
New		Declined	Candidate withdraws before Search Committee review		Optional	Rejected/Declined

	Mandatory	Passed 1st SC Review	Passed review by 1st SC member meeting	Search Committee	Optional	Applicant Pool
Search Committee Screen		Passed 2nd SC/Inclusion Advocate Review	Passed review by 2nd SC member, inclusion advocate or by outside meeting/conversation of Search Committee (NOTE: The Search Committee will also have the option to only select this status and enter in the comments that it was done by	Search Committee	REQUIRED	Applicant Pool
		Rejected	Candidate does not pass SC review (NOTE: Candidate should only be rejected after agreement by Search Committee)		Optional	Rejected/Declined
		Declined	Candidate withdraws during SC Review		Optional	Rejected/Declined

First Cut Review (Optional steps and	• Optional	First Cut Review	Candidates identified for first cut (intial online/phone interview). This is the narrowing down of pool before sending for Dept Chair, Dean, Vice Provost and OIIE review.	Search Committee	Optional	First Cut
statuses to use when doing a first		Rejected	Candidate does not pass First Cut Review		Optional	Rejected/Declined
cut.		Declined	Candidate withdraws during First Cut Review		Optional	Rejected/Declined





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	• Mandatory	Pre-Interview Review by Dept Chair	Candidate SC wants to be considered for Interview This is the smaller list narrowed down from the first cut review (Candidates who are identified as alternate for interview will be identified with a comment)	Search	Optional (NOTE: Comments are optional byt a not if candidate is being identified as an alternate to be reviewed should be included b	Pre-Interview
Pre- Interview		Passed Pre- Interview Review by Dept Chair	Department Chair's approval to interview candidate	Department Chair	Optional	Pre-Interview
Screen (Screen of		Pre-Interview Review by Dean	Candidate waiting to be reviewed by Dean	Department Chair	Optional	Pre-Interview
identified for interview by Chair, Dean,		Passed Pre- Interview Review by Dean	Dean's Approval to interview candidate	Dean	Optional	Pre-Interview
VP, OIIE)		Pre-Interview Review by Vice Provost	Candidate waiting to be reviewed by Vice Provost	Dean	Optional	Pre-Interview
		Passed Pre- Interview by Vice Provost	Vice Provost's Approval to interview candidate	Vice Provost		Pre-Interview
		Pre-Interview Review by OIIE	Candidate waiting to be reviewed by OIIE	Vice Provost	Optional	Pre-Interview
		Passed Pre- Interview by OIIE	OIIE's Approval to interview candidate	OIIE		Pre-Interview
		Rejected	Candidate rejected		Optional	Rejected/Declined
		Declined	Candidate declines		Optional	Rejected/Declined
Interview	Mandatory	To be Interviewed	Passed Pre-Interview Screen by Chair, Dean, VP and OIIE and can move forward with interview	OIIE or Search Committee		Interview Pool





Interviewe Successfully Completed	Selected candidate	Search Committee	Optional	Interview Pool
Interviewe Not Completed	For alternate candidates or others nontinterviewed	Search Committee	Optional	Interview Pool
Rejected	Candidate rejected after any interview		Optional	Rejected/Declined
Declined	Candidate declines after any interview		Optional	Rejected/Declined

	Mandatory	Offer Extended	Indetify Candidate who offer was extended verbally and/or in writing	Search Committee	Optional	Offer Pool
Offer						
		Offer Accepted	Offer accepted by candidate	Search Committee	Optional	Offer Pool
		Declined	Offer declined by candidate		Optional	Rejected/Declined
		Rejected	Offer rejected because req cancelled		Optional	Rejected/Declined

	Hired External	Candidate Hired NOTE: Moving a candidate to this step will allow the requisition status to be automatically or manually moved to Filled.	Search Committee	Optional	Hired Pool
	Rejected	Candidate rejected before in PeopleSoft		Optional	Rejected/Declined
	Declined	Candidate declined before in People Soft		Optional	Rejected/Declined





