

APPLICANT TRACKING WORKFLOW INSTRUCTIONS

Please follow the instructions below in the different workflow stages.

!! DO NOT PERFORM ACTIONS OUT OF ORDER !!

The actions only work when the processes are completed in the order they are listed.

Actions for different “user groups” are identified using the color-key below.

SEARCH COMMITTEE CHAIR/MEMBERS should complete evaluations

Evaluations are built-in for FACULTY positions at the “under review by committee” status

Evaluations are built-in for STAFF positions at the “interview approved” status

Evaluations are not included for STUDENT positions

APPLICANT TRACKING SYSTEM link...can be found in two (2) places

1. Email from “no reply”
2. MWSU homepage – at bottom: “Faculty/Staff Member” – Campus Resources “Applicant Tracking System”

Login using the **SIGN IN** box



Use the correct **USER GROUP**

(located in the upper right-hand corner of the screen)

User Group:

Search Committee Chair

USER GROUPS:

Search Committee member

Search Committee Chair

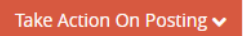
Hiring Managers -

*Chair/Director (dept chair)


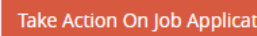
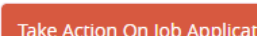
*Dean/AVP

*VP/President

POSTING WORKFLOW (posting a job in the Applicant Tracking System)

- Postings will be found on the “**posting tab**” (i.e. job summary information)
- Position Posting will be created by HR
 - Posting will be approved by Chair/Director -- Dean/AVP (if applicable) -- VP/President -- HR Director
 - After receiving the “no reply” email; approve using the TAKE ACTION button → 
- Position is POSTED on web after all approvals are completed

APPLICATION WORKFLOW (these actions occur on the “**application tab**”)

- Applicants will apply by completing an application and uploading required documents
- Search committee members and chair have access to view applications
- **Evaluate Applicant** (search committee members perform on **FACULTY POSITIONS**)
 - For all **FACULTY** positions search committees have an evaluation to complete on each application.
 - Search Committee Members open the desired Application; then click → 
- **Request On Campus Interview** (search committee chair performs)
 - Search Committee Chair needs prior approval to interview a candidate
 - Open the desired Application, and “request an on-campus interview” → 
 - Must be approved by Chair/Director -- Dean/AVP (if applicable) -- VP/President
 - “no reply” email notifications will be sent for each approval
 - **Chair/Director/Dean/AVP/VP/President** – must TAKE ACTION → 
 - Applicant is automatically moved to “Interview Approved” status
- Search committee can now Interview Applicant

- **Evaluate Applicant** (search committee members perform on **STAFF POSITIONS**)
 - Typically for all full-time STAFF positions search committee members have an evaluation to complete on each candidate interviewed.
 - Applicants must have already been approved for the *on campus interview* in order for the evaluation to be available to the search committee members.
 - Search Committee Members open the desired Application; then click → ★ Evaluate Applicant
- **Review Evaluations** (search committee chair performs)
 - The Search Committee Chair can review all evaluations → ★ Evaluate Applicant → Overall: N/A
 - The Search Committee Chair then will “RECOMMEND” an Applicant to the Hiring Manager
- **Recommend** (search committee chair marks only 1 applicant)
 - The Search Committee Chair will open the desired Application to RECOMMEND
 - TAKE ACTION on job application → Take Action On Job Application ▾
 - ***Be sure to have a verbal/email conversation with the Hiring Manager; there is no system notification to the Hiring Manager of your recommendation.***
 - ***Hiring Manager makes a verbal job offer to the selected Applicant (with VP approval)!!***
 - ***When the candidate accepts; the Hiring Manager can continue with the following steps***
- **Recommend for Hire** (hiring manager performs)
 - Select the desired Applicant to be hired.
 - TAKE ACTION to “RECOMMEND FOR HIRE” → Take Action On Job Application ▾
 - *Select the name of person to start and complete the ATS Hiring Proposal (probably yourself)*
- **Start ATS Hiring Proposal** (hiring manager performs) → + Start ATS Hiring Proposal
 - Click on the “Start ATS Hiring Proposal”
 - Continue with Instructions on page 3 for the Hiring Proposal Workflow

FINAL STEPS for Search Committee Chair: move all applicants to appropriate status; this will trigger system-generated notifications for applicants; notifications sent via email at the end of the hiring proposal workflow. *To ensure timely notifications, please DO NOT DELAY this step.* (search committee chair performs)

- Perform on the “**application tab**”
- Select desired Application
- TAKE ACTION → Take Action On Job Application ▾
 - Applicant Status: Approved for Interview
 - Declined (Interviewed, Not Hired) – then select EEO reason as to why not hired
 - Declined (Not Interviewed, Not Hired) – then select EEO reason as to why not hired
 - Applicant Status: Under Review By Committee
 - (Not Interviewed, Not Hired) – then select EEO reason as to why not hired

HIRING PROPOSAL WORKFLOW

- **Start ATS Hiring Proposal** (hiring manager performs: *Chair/Director OR Dean/AVP OR VP/President*)
 - Applicant Information – will populate from the application selected
 - Position Information – will populate from the position posting
 - Budget Information – will populate from the position posting; please review
- **Hiring Proposal Information – will need to be completed**
 - **Justification for hire**
 - Include a statement as to why this is the best candidate for the position
 - Include any strengths, skills, knowledge that led to this decision
 - **Special Contract Terms** (if any)
 - FULL-TIME employees – *examples: travel reimbursement, cell phone, etc.*
 - STUDENTS – please identify G#
 - STUDENTS – please identify number of hours/week they are hired for
 - STUDENTS – please identify budget if applicable (*61100=institutional, 61102=work study*)
 - **Actual Starting Salary**
 - STUDENTS – more than likely minimum wage (current=\$9.45; Jan 1, 2021=\$10.30)
 - **If you don't know...ask HR! You should have had prior approval for the salary.**
 - **Actual Start Date**
 - FULL-TIME employees – this should be discussed with candidate and have prior approval
 - STUDENTS – estimate this date; however, the supervisor and student will get an email from HR when employment paperwork is complete and student is eligible to begin work
 - **Background Check Details**
 - FULL-TIME employees – required
 - STUDENTS – required for Athletic GA and Resident Assistant (criminal and sex offender)
 - **TAKE ACTION ON HIRING PROPOSAL (orange box)**
 - *Select* SUBMIT TO appropriate hiring level (Chair/Dir, Dean/AVP, VP/Pres); select person
 - Email notification will be sent to that approver to do the same thing
 - HR Director will be the last approver
 - *When HR Direction approves the POSTING will be “filled” and removed from website*

HUMAN RESOURCES FINAL STEPS for full-time employee

- Background Check initiated with Validity Screening; department notified of completed background check
- PAF (personnel action form) is completed and sent for approvals
- Employee notified of new hire employment paperwork (sent electronically)
- Employee contract completed, if applicable
- Onboarding Orientation Checklist sent to supervisor of employee

HUMAN RESOURCES FINAL STEPS for student employee

- HR verifies that the student qualifies for the student employment program
- HR verifies federal work study eligibility with Financial Aid
- Background Check initiated with Validity Screening; department notified of completed background check
 - *Only for Athletic GA's and Resident Assistants*
- Student Employee is notified of new hire employment paperwork (sent electronically; supervisor copied)
- Student Employee and Supervisor is notified when student can begin work (after completion of all paperwork)