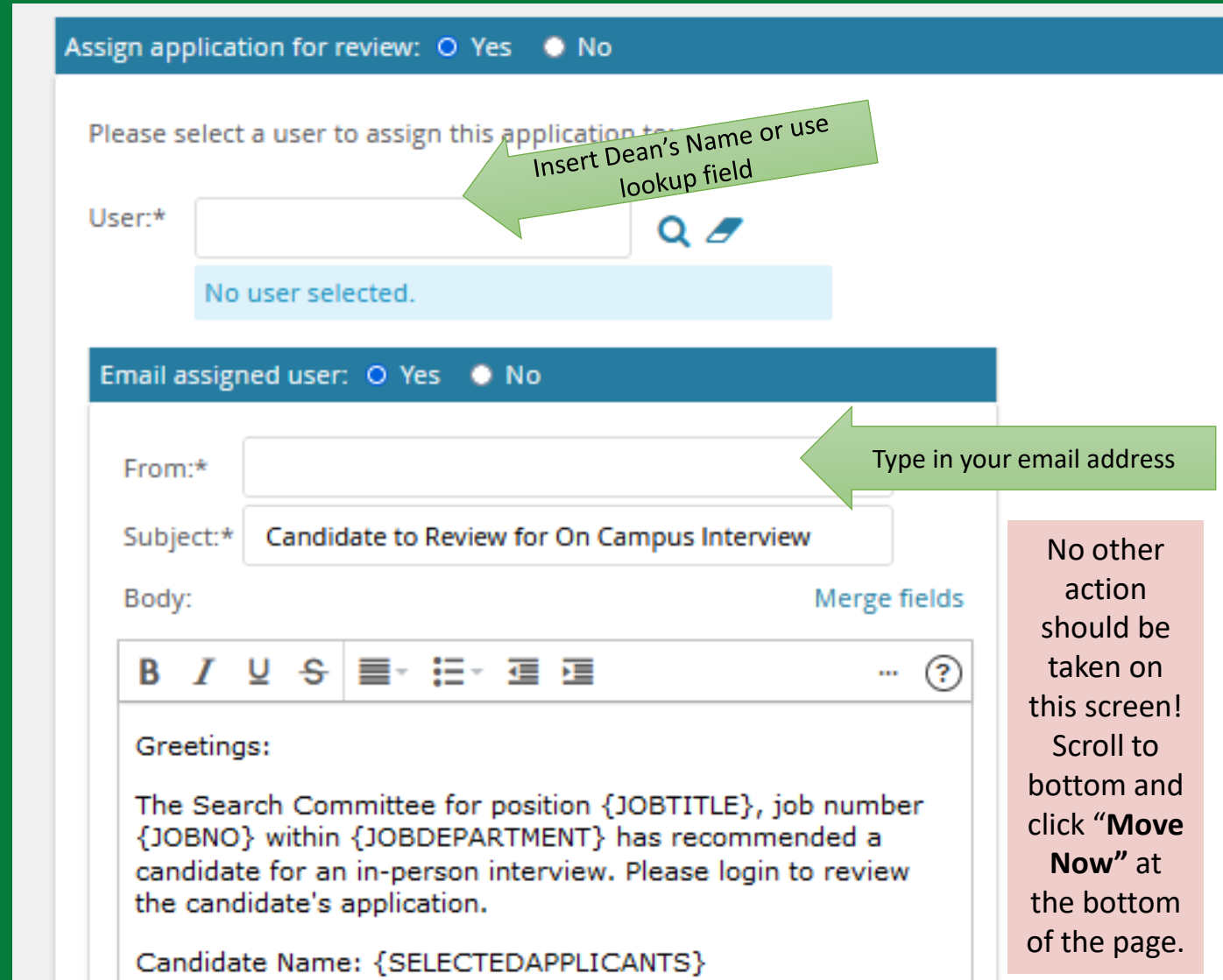


# Requesting On-Campus Interview

- To request an on-campus interview, the **On-Campus Interview Pending** workflow step should be selected.
- At this time, an email will go to the candidate to inform them to review their provided references, it does not inform them of the on-campus interview request.
- Once the workflow step is selected, you will need to enter the Dean's name and your email to submit for approval. Once entered, you will select **Move Now**, without updating any other content details.
- Once approved, the approval will appear in the candidate's history tab. Please also be in communication with your Dean!
- Once approved, you may proceed with scheduling. If the candidate accepts the on-campus interview, update their workflow step to **On-Campus Interview Accepted**.



Assign application for review:  Yes  No

Please select a user to assign this application to

User:\*

No user selected.

Email assigned user:  Yes  No

From:\*

Subject:\* Candidate to Review for On Campus Interview

Body: [Merge fields](#)

**B** *I* U ~~S~~ ... (?)

Greetings:

The Search Committee for position {JOBTITLE}, job number {JOBNO} within {JOBDEPARTMENT} has recommended a candidate for an in-person interview. Please login to review the candidate's application.

Candidate Name: {SELECTEDAPPLICANTS}

Annotations:

- Insert Dean's Name or use lookup field (points to User field)
- Type in your email address (points to From field)

No other action should be taken on this screen! Scroll to bottom and click "Move Now" at the bottom of the page.