

# Hiring Manager | Department Chair & Dean



499746 - Assistant/Associate Clinical Professor Job status: Testing Position: 4 Hiring Manager: Patricia Rodriguez View job

# Chair & Dean View of Applicants

*"Card View"*

Switch to List View Sort cards Card Settings Anony

**Quick filters**

- Statuses with Applications
- Shortlisted Applicants
- Current Application Statuses
- Internal Applications
- Flags

**Application status** Select all

- Interview (0)
- Interview Accepted (0)
- Interview Declined (0)
- Reference Checks: Online (1)
- Reference Check: Phone Calls (0)
- Finalist(s) (0)
- Reference Check Complete (0)
- Verbal Offer (0)
- Verbal Offer Accepted (0)
- Offer Letter Accepted (0)
- Offer declined (0)
- Recommend for Hire (0)
- Hiring Proposal (Academic Resources ... (1)
- Offer to Candidate (Academic Resour... (0)
- Offer Accepted, Form Complete (0)
- Preemployment Process Initiated (Aca... (0)
- Cleared to Hire (Academic Resources ... (2)

**New (7)**

██████████ Alderan

Flags

Form Résumé

Not Selected Progress

██████████ Haltom City

Flags

Form Résumé Cover letter

Other documents

Not Selected Progress

██████████ Denton

Comedy

Form Résumé

Not Selected Progress

██████████ Denton

Mascot

Not Selected Progress

**Phone Interview Accepted (...)**

██████████ Denton

Finance

Flags

Form Résumé

Change status Progress

██████████ Azle

Form Résumé

Change status Progress

██████████ Las Vegas

A Really Nice Person

Flags

Form Résumé

Change status Progress

**Reference Checks: Online (1)**

██████████ decatur

Form Résumé

Change status Progress

**Cleared to Hire (Academic)**

██████████ Texas

Flags

Form Résumé Cover letter

Other documents

Change status Progress

██████████ Decatur

Admin Coordinator

Flags

Form Résumé

Change status Progress

The applicant cards contain the same information as the 'list view' but on a card for each applicant that can be clicked on and moved forward in the process.

'Show Sort & Filters' is where you can select which statuses you would like to show on your view.

You can toggle back and forth from 'List View' to 'Card View' by clicking the buttons below while looking at applicants.

Applicant Flag

Update Application Status

Workflow Step

# Chair & Dean View of Applicants

“List View”

The applicant list view contain the same information as the ‘card view’. It is a matter of preference.

‘Show Sort & Filters’ is where you can select which statuses you would like to show on your view.

You can toggle back and forth from ‘List View’ to ‘Card View’ by clicking the buttons below while looking at applicants.

Applicant name	Flags	Application status	Screening activities	Score	Documents	Comments	Actions
SEP 30 2021 Tyler Miller Franklin Miller@example.com 456-897-4562		New			Resume	+ Add comment	Progress Update Application Status
SEP 30 2021 Kelsey Carter Marshall kacarter2@example.com (608) 469-5203	Applicant Flag				Resume Form	+ Add comment	Progress Decline
SEP 30 2021 Ekia Assoa-mulumbu Dallas assoa.ekia@example.com 574-344-0001		New Workflow Step			Resume	+ Add comment	Progress Decline
SEP 30 2021 Danny Davis Manhattan dannydavis@example.com 785-333.6291		New			Resume Form	+ Add comment	Progress Decline
SEP 30 2021 Andy Ableton							

To disposition an applicant out of the process, click **decline**. You can choose to notify them immediately or 'select other' to delay the correspondence for up to 30 days.  
*Be sure to indicate the reason they are being dispositioned.*

# Viewing Other Documentation

## Assistant/Associate Clinical Professor

View applications



Position info Notes Sourcing Job Advertising Documents Reports

Select

Document	Date	Size	Category	
Approved 131A	Mar 11, 2024	292Kb	Position description	<a href="#">View Document</a>

Can view the approved VPAA 131A

Save

Save and exit

Cancel