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.