# Search Committee

# Search Committee View



**My search committee postings**

| Job number | Date added | Status ▲ | Title | User | Total applications | Your role | | | |
|---|---|---|---|---|---|---|---|---|---|
| 499746 | Mar 11, 2024 | Testing | Assistant/Associate Clinical Professor | P.R | 17 | Search Committee Chair | View Applicants (14) | View responses | Edit job |
| 499769 | Mar 25, 2024 | Testing | Assistant Professor | N.M | 1 | Search Committee Chair | View Applicants (1) | View responses | Edit job |
| 499817 | Mar 28, 2024 | Testing | Assistant or Associate Professor | N.M | 0 | Search Committee Chair | | View responses | Edit job |

View applications

Search Chair can review feedback from committee

How to view the job *(cannot edit)*

**Assistant Professor (499769)**
Role: Asst Professor
View responses

Bulk compile and send | Bulk move | Sort: Outcome

☐ Select all

■ Under Review

☐ Scrappy Green
Mar 26, 2024

CV

Application form & supporting documents

Role: Asst Professor

Summary

Optional Use: Track committee member notes and candidate feedback. Internal view only but **subject to Public Information Requests.**

Selection Criteria Outcome: Select

Select
Does not meet criteria
Meets criteria
Exceeds criteria

Optional Use: Track committee member feedback and recommendation.

# Updating Applicant Workflow | Bulk Actions

Application statuses can be changed individually or using **bulk actions**. Be mindful when using this feature. This is a powerful feature that <u>should be used with caution</u>. Incorrect use could lead to many applicants being end incorrect information or being incorrectly dispositioned.

**Update workflow statuses for more than one applicant at a time:**

- Moving candidates to under view

- Recommending more than one candidate for an on-campus interview

- Recommending more than one Finalist

- Dispositioning more than one candidate at time for the **same reason**
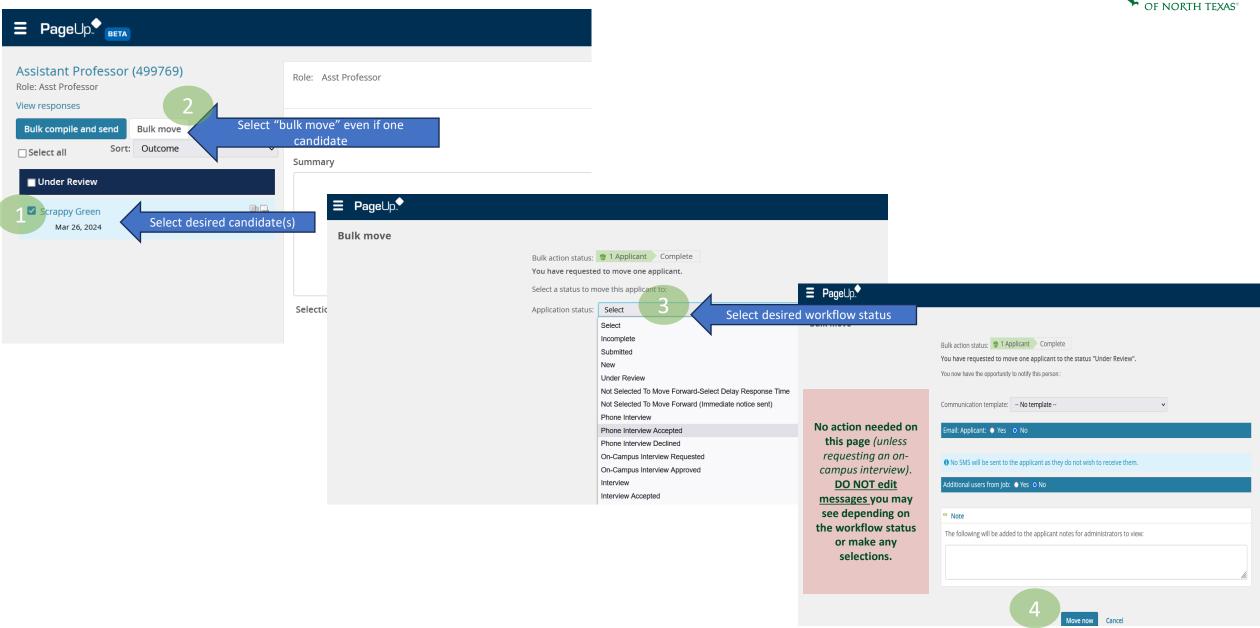
**Update workflow status for a single candidate at a time:**

- Recommending one candidate for an on-campus interview at a time

- Recommending a Finalist

- Recommending a single candidate for hire

- Dispositioning a candidate for noted reason

# Updating Applicant Workflow | Search Committee Chair

# 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.**

# Disposition candidates

It is recommended that candidates be dispositioned throughout the process, especially those who do not meet qualifications and/or will not move past the initial interview.

All candidates will need to be dispensed once the final candidate is hired.

**1**

Bulk action status: 🏆 1 Applicant  Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status: | Select ⌄ |

- Select
- Incomplete
- Submitted
- New
- Under Review
- Not Selected To Move Forward-Select Delay Response Time
- Not Selected To Move Forward (Immediate notice sent)
- Phone Interview
- Phone Interview Accepted
- Phone Interview Declined

Select "not selected" either notify now or with 30 days or appropriate workflow status

**2**

Bulk action status: 🏆 1 Applicant  Complete

You have requested to move one applicant to the status "Not Selected To Move Forward (Immediate notice sent)".

You now have the opportunity to notify this person::

Communication template: -- No template --

Email: Applicant: ● Yes  ○ No

From:* UNTS_HR@untsystem.edu

Subject:* Application outcome

Message:                                          Merge fields

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Dear {FIRSTNAME},

Thank you for taking the time to submit your application for the position of Assistant/Associate Clinical Professor with Univ of North Texas.

Your application has been processed and assessed in line with the specific requirements for this position, after careful consideration we regret to advise that you have been unsuccessful in this instance.

We would like to retain your details on file and may be in contact with you if an appropriate opportunity to join our team becomes available.

Again, we are pleased that you considered Univ of North Texas as a prospective employer and wish you every success in your career.

Kind Regards,

#RECRUITMENT_TEAM_NAME#
**Univ of North Texas**

Do not edit this message.
Scroll down to select a reason for the internal record.

# Disposition candidates

Make sure to scroll down the page to select the reason from the dropdown list if they are *not* moving forward.

There is a new set of disposition reasons within PageUp.

**3**

**Confirm status change**

ⓘ No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: ● Yes ○ No

**— Not Selected To Move Forward (Immediate Notice Sent) reason**

Please indicate the reason for selecting the not selected to move forward (immediate notice sent) status:*

Select ▼

**— Note**

The following will be added to the applicant notes for administrators to view:

**4**

Select a reason for internal records. Candidate not informed.

Select
Not Selected - Credentialing
Withdrew - Candidate Withdrew Due to Compensation
Not Selected - Limited/Insufficient Collaborative Experience/Interdisciplinary Work/External Grants...
Not Selected - Does Not Meet Minimum Qualifications - Education/Licensure/Credentials/Experience/Ski...
Not Selected - Finalist - Demonstrated Lack of Skills/Knowledge/Experience
Not Selected - Finalist - Other Candidate Better Qualified
Not Selected - Manager Phone Interviewed - Not Selected - Demonstrated Lack of Skills/Knowledge/Expe...
Not Selected - Offer Rescinded
Not Selected - Offer Rescinded by Company - Failed Drug Test/Background
Not Selected - Posting Cancelled
Not Selected - Recruiter Phone Interviewed - Demonstrated Lack of Skills/Knowledge/Experience
Not Selected for Interview - Other Candidate Better Qualified
Not Selected for Interview - Recruiter Phone Interviewed - Not Selected to Move Forward by Departmen...
Withdrew - Declined to Take Drug Test/Background Check
Withdrew - Candidate Selected for Another Position Internally
Withdrew - Candidate Withdrew Due to Location
Withdrew - Declined Due to Job Opportunity for Spouse/Partner
Withdrew - Not Interested - Declined Interview/No Show for Interview

Select ▼