Faculty – Applicant Tracking
User Guide

Postings & Hiring Proposals

April 2016
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## Document Revisions

<table>
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<tr>
<th>Date</th>
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<tr>
<td>05/02/2015</td>
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<td>0.2</td>
<td>NinerTalent format was updated.</td>
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Basics

NinerTalent Access – Logging In

To access the system use your NinerNet username and password. This is the same username and password you would use to login to your computer each day. If you do not have access to NinerTalent, please contact us at ninertalent@uncc.edu.

URL: (http://jobs.uncc.edu/hr)
- **Module list**: Allows you to switch between modules by choosing from the drop-down menu.
  - **Applicant Tracking**: Has a Blue theme. You can create and review postings and hiring proposals.
  - **Position Management**: Has an Orange theme. You can review current pending and approved position descriptions in your department and/or division.
  - **Performance**: Has a Purple theme. You can complete employee work plans and reviews.

- **User Group list**: You can change your user group by selecting a user group from the menu.

- **Inbox**: Contains actions routed to you for review/approval in three different tabs: Postings, Hiring Proposals, and Position Requests.

- **Watch List**: Allows you to track postings, hiring proposals, and position requests. As well as monitor an action in the workflow.
Applicant Tracking

Roles within the Applicant Tracking posting process:

- NinerTalent users who are in certain roles will be responsible for entering and approving postings and forwarding them ahead in the workflow.
- These users will receive an automated email to notify them that an action needs their approval. The NinerTalent Inbox will contain the action for which their approval is requested.
- Any of the below users groups can monitor the approval stages via their Watch List.

Posting Workflow

Initiator
- Begin faculty posting

Approver
- Review and approve posting. May send to additional approver

Equity Review
- Review and approve posting for compliance

Academic Affairs
- Review, approve, and post the posting

To create a faculty posting you must review and/or edit the faculty position description first. After the position description has been reviewed and/or updated by the Initiator, approved by the Approver, and approved by Academic Affairs, the department may begin initiating a posting. The faculty recruitment forms used in the past (Recruitment Plan (AA-02), Request to Interview (AA-04), Recommendation for Initial Appointment (AA-05/AA-06) and Verification of Credentials (AA-34)) have been replaced with a single online form found in NinerTalent.
Creating a Faculty Posting

Initiator – Create a Faculty Posting

Log in NinerTalent (http://jobs.uncc.edu/hr) and change user group to Initiator.

When the user group has successfully been changed a message will appear at the top of the screen informing you that the change was successful.

Click the drop down arrow and select Applicant Tracking module. The header bar color is blue in the Applicant Tracking module.
Go to the ‘Postings’ tab and click ‘Faculty’. Or you may click “Create “New Faculty Posting”” in the Shortcuts box.

The next page will bring up the Initiator’s current postings or posting drafts.

Click the orange box that says “Create New Posting”.

Click here to create a new posting.
The following options will appear.

There are several ways to create a new posting in NinerTalent.

- **Create from Position Type** - This option will not be used for faculty postings
- **Create from Posting** – If the initiator has previously created a position description and it has been approved and the position has been posted previously and no changes need to be made to the description.
- **Create from Position Description** – Position Description has been reviewed and approved
  - This will be the most common selection. This will link your posting to the corresponding position description in the Position Management module.

For the purposes of this manual the **Create from Position Description** will be used. When this is clicked, the Initiator will see all their positions that are “Approved” and are ready to post.
Locate the position description to use for the posting by either using the Search bar or by reviewing the list in the search results section. Users will only be able to see the position descriptions in the departments assigned to the specific user.

Click Actions \(\rightarrow\) Create From.

![Faculty Position Descriptions](image)

Hover the mouse over ‘Actions’ at the end of each row for each position. Click ‘Create From’ to begin the posting.

The new posting will appear. Review and verify that all the information displayed is correct. The “Special offline application instructions” field will link to the “Special Notes to Applicants” field in the posting form. Click “Create New Posting” when finished reviewing.

![New Posting](image)
Posting Navigation Menu

The posting navigation menu will now appear. Enter the information requested in each tab. Below is the menu and description of each tab. Data that cannot be edited in the posting has been carried over from the position description. If any changes need to be made to that data, then the position description will need to be modified. For a list of fields which are visible to the candidate, see Appendix A.

With the completion of each page, click Next to move through the different tabs.

A message may appear asking you to leave the page and lose all changes, if so; click Cancel to close the window. Then click Save and Next to move to the next tab.

1. **General Information** - Most of this section will auto-fill based on information already entered into the position description. The initiator is responsible for entering the information requested for the posting.

2. **Posting Information** – Enter the posting specific information; the dates the posting is open and closed, proposed hire date, contact information and previous incumbent information.

3. **Applicant Documents** – Select the documents you want the applicant to upload. The most common attachments are a cover letter, curriculum vita, and contact information for references.
4. **Search Committee Members** – The Search Committee Members tab enables you to assign search committee members to the posting, enabling them to log in with their NinerNet credentials to view applications. All faculty have been given access to the search committee member user group. Read the instructions on the **Search Committee Members** tab. Enter the search committee member’s first and last name or email address in the fields pictured below to search for their NinerTalent account.

If an account is found this window will appear. Click **Add Member** to add the selected person to the search committee and check the **Make Member the Committee Chair** box to make the selected member the chair of the search committee.
If the person you are searching for is not found, contact Jessica Miller (x75771) in Academic Affairs.

5. **Guest User** – Guest User accounts can be created for people to view the applicants only. The Guest User account does not have the ability to edit or route the posting. Each posting has a unique Guest User account. The Guest User account is used for external members of a search committee who do not have NinerNet credentials.

Click **Create Guest User Account**.

The system automatically creates a Username and Password. The Initiator may change the password, if desired, by entering a new password and clicking **Update Password**. If you would like for the Guest User Account information to be sent directly to someone else enter their email address in the Email Addresses box and click **Update Guest User Recipient List**.
6. **Advertising Plan** – List all where advertisements will be placed, along with the date(s) and estimated cost of the publication.

7. **Labor Market Availability** - The labor market availability information will be filled in by the Equity Officer after the posting has been submitted to the Equity Officer. Later, in the applicant tracking process, you will be able to compare the labor market information with the demographics of the applicant pool. The comparison is made to ensure the applicant pool is in line with the labor market information. For assistance contact the Affirmative Action Office (x70661) or see the Affirmative Action website ([http://hr.uncc.edu/employee-relations/affirmative-action](http://hr.uncc.edu/employee-relations/affirmative-action)).

8. **Summary** – At this step, the Initiator will see all the information that was entered into the posting.

Before routing for approval make sure all tabs have a 📑. If a tab has a 🔴 that means that there is a required field that needs completed. Click **Edit** beside the tab with the 🔴 to complete the required fields.

Once all tabs have a 📑 the position is ready to be routed to an approver.
Initiator – Routing a Posting to an Approver

Click on the orange Take Action on Posting button and select Send to Approver (move to Approver). The Initiator must forward the posting to the Approver for their review and approval. The Approver may send the posting to an additional approver, if needed.

Click here to route to an approver

Click the drop-down arrow to select the appropriate name. Click Submit.

Check this box to add the posting to your watch list

You may add comments that will be sent to an approver in an email.

Click Submit to route to the Approver.

IMPORTANT: Comments are optional but keep in mind when adding comments, these are saved with the position and cannot be erased. The comments are viewable by anyone who accesses the posting and are an official part of the recruitment file.

If the posting was successfully routed this message will appear.
If required information was not entered this message will appear. All required information must be entered before a posting can be routed to the approver.

**Approver – Reviewing and Approving the Faculty Posting**

Log in to NinerTalent (http://jobs.uncc.edu/hr) and change user group to Approver.

When the user group has successfully been changed a message will appear at the top of the screen informing you that the change was successful.

Click the drop down arrow and select Applicant Tracking module. The header bar color is blue in the Applicant Tracking module.
From the Home page, pictured below, locate your Inbox, and click on the Postings tab. Find the posting to be approved and click on the title of the position.

Click the Edit.

Posting Navigation Menu

A menu of tabs will display on the left side of your screen. Review all fields within each tab and make edits as necessary. Below is the menu and description of each field. Data that cannot be edited in the posting has been carried over from the position description. If any changes need to be made to that data, then the position description will need to be modified.

For a list of fields which are visible to the candidate, see Appendix A.
With the completion of each page, click **Next** to move through the different tabs.

A message may appear asking you to leave the page and lose all changes, if so; click **Cancel** to close the window. Then click **Save** and **Next** to move to the next tab.

1. **General Information** - Most of this section will auto-fill based on information already entered into the position description. The initiator is responsible for entering the information requested for the posting.

2. **Posting Information** – Enter the posting specific information; the dates the posting is open and closed, proposed hire date, contact information and previous incumbent information.

3. **Applicant Documents** – Select the documents you want the applicant to upload. The most common attachments are a cover letter, curriculum vita, and contact information for references.

4. **Search Committee Members** – The Search Committee Members tab enables you to assign search committee members to the posting, enabling them to log in with their NinerNet credentials to view applications. All faculty have been given access to the search committee member user group.

5. **Guest User** – Guest User accounts can be created for people to view the applicants only. The Guest User account does not have the ability to edit or route the posting. Each posting has a unique Guest User account. The Guest User account is used for **external** members of a search committee who do not have NinerNet credentials.

6. **Advertising Plan** – List all where advertisements will be placed, along with the date(s) and estimated cost of the publication.

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8. **Summary** – At this step, the Approver will see all the information that was entered into the posting.
Approver – Routing the Posting

Once the posting has been reviewed, click the orange **Take Action on Posting** button on the Summary Page to see the workflow actions available. The Approver can forward the posting to another Approver for their review and approval or to Equity Officer Review for their review and approval. If any corrections need to be made the Approver can also return the posting to the Initiator.

![Take Action On Posting](image)

*The Equity Officer* user group consists of the ADVANCE Faculty Affairs and Diversity Office and Human Resources. The ADVANCE Faculty Affairs and Diversity Office will review the diversity information for the posting. Human Resources will enter the labor market availability data and review the posting for compliance. Once the Equity Officer Review has been completed the posting will be forwarded to Academic Affairs for approval and posting. At that time applicants may begin to apply.
Faculty Applicant Workflow Process

When the Posting has been posted on the applicant website Academic Affairs will transition the posting to “Initiator – Final”. At this time the Initiator will receive an email letting them know the posting is available for applicants to apply. The Initiator does not need to take any further action until they are ready to begin interviews.

Initiator
• Changes applicant statuses
• Recommends applicants for interview

Approver
• Approves applicants for interview

Equity Officer
• Reviews applicants to be interviewed for compliance
• Conducts interviews
• Recommends applicant for hire

Initiator – Viewing Applicants
Log in to NinerTalent (http://jobs.uncc.edu/hr) and change user group to Initiator.

When the user group has successfully been changed a message will appear at the top of the screen informing you that the change was successful.
Click the drop down arrow and select Applicant Tracking module. The header bar color is blue in the Applicant Tracking module.

Go to the ‘Postings’ tab and click ‘Faculty’.

The Initiator’s postings are displayed. Locate the posting you would like to review the applicants, by either using the Search bar to locate the posting or by reviewing the list in the search results section.

Click Actions, then click View Applicants.

Users will only be able to see the postings in the departments assigned to the specific user.
The applicants are now visible along with their status. To view the applicant’s application click Actions, then click View Application.

Initiator - How to View Applicant Documents

How to view multiple documents for one applicant
At the bottom of the application you will see Required Documents and Optional Documents. Click on Generate to view the Combined Document that includes the application and all of the documents that particular applicant uploaded.
**How to view multiple documents for multiple applicants at one time**

You can create a PDF file that includes the applications and documents from all of the active applicants.

Click the box on the left hand side in the gray menu bar (as shown below). This will check the boxes beside each name. Click on Actions. Choose **Download Applications as PDF**.

Select the document types you would like to view. The default option is **Application and All Documents**. Click the **Submit** button.

*Note: The document types listed may vary. The list is generated based on the document types listed in the posting.*

The PDF file will open in the same window. You can save the PDF to your computer or print it out. To get back to NinerTalent use your Internet browser’s back button.
Initiator - How to Change an Applicant Status

When viewing the application of the applicant, the Initiator has the option to change the status. The applicant status options for each step of the process are located in the Appendix B with more details. These applicant status choices will vary based on the current status of the applicant.

Click the orange Take Action on Job Application button to see a list of Workflow Actions options.

Select if not wanting to change the status of the applicant.

Select for applicants on the short list, who have a possibility of an interview.

Select only if applicant does not meet minimum qualifications advertised.

When choosing the “Not Best Qualified” applicant status you must choose a reason from the drop down menu. Then click Submit as pictured below.

Click submit after a reason is chosen

PLEASE NOTE: When changing an applicant status to “Not Best Qualified” they are immediately notified via email and on their online profile that they are no longer in consideration.
Only the applicants who have been moved to **Further Consideration** will continue on in the applicant workflow process. Once the applicant is moved to “Further Consideration”, the following options will be available.

Once the Search Committee and Department Chair have decided the applicants they would like to interview those applicant statuses should be changed to “Recommend for Interview”. When **Recommend for Interview** is selected, you will be prompted to enter a justification as to why that applicant has been recommended. Then click **Submit**

After applicants are moved to the “Further Consideration” and “Recommend for Interview” status, Initiators and Approvers can view the Departmental EEO report located in the reports tab. Proceed to “How to Review and EEO Report” on page 51.
The status of **Qualified Not Selected** requires a reason to be selected from a drop down menu. You would use this status for applicants who met qualifications but were not interviewed.

Once the candidates chosen for interview have been identified and are in the status of “Recommend for Interview”, the posting must be transitioned to an Approver for their approval of the applicants to be interviewed. A Department Chair can serve as an Initiator or an Approver. If they are not the Initiator of the posting then they must be an Approver. The Dean must serve as an Approver.

Click on the orange **Take Action on Posting** and select **Approver Final (move to Approver Final)**. The *Initiator* must forward the posting to the *Approver* for their review and approval. The Approver may send the action to an additional approver, if needed.
Choose the person who should approve the posting from the drop down list of names. Click Submit.

Check this box to add the posting to your watch list

You may add comments that will be sent to an approver in an email.

Click Submit to route to the Approver.

IMPORTANT: Comments are optional but keep in mind when adding comments these are saved with the position and cannot be erased. The comments are viewable by anyone who accesses the posting and are an official part of the recruitment file.

Changing multiple statuses at the same time

As an Initiator, you have the ability to change multiple applicant statuses at one time. The applicants must be in the SAME status (i.e. Under Review by Hiring Department) in order to move them in bulk.

Click the box on the left hand side by the applicants you would like to move in the workflow. You should only click on applicants that you would like to move to the same status.

Click Actions. Click Move in Workflow.
Then choose the workflow state from the drop down menu. For more information on the different Applicant Statuses, see Appendix B. Click **Save Changes**

After changing a large number of statuses, the system may take a few moments to update all statuses.

**Approver – Approve applicants for interview**

Log in to NinerTalent ([http://jobs.uncc.edu/hr](http://jobs.uncc.edu/hr)) and change user group to Approver.

When the user group has successfully been changed a message will appear at the top of the screen in green informing you that the change was successful.

Click the drop down arrow and select Applicant Tracking module. The header bar color is blue in the Applicant Tracking module.
From the Home page pictured below, locate your **Inbox**, and click on the **Postings** tab. Find the posting to be approved and click on the title of the position.

![Home page screenshot](image1)

Click the **Applicants** tab.

![Applicants tab screenshot](image2)

The applicants in the “Recommend for Interview” status are now visible along with the justification for interview. To review the applicant’s application click **Actions → View Application**.

![Applicants list screenshot](image3)
Before Approvers approve applicants for interview they can view the Departmental EEO report located in the reports tab. The report may be accessed at any time in the process. Proceed to “How to Review and EEO Report” for more information on page 52.

When viewing the application of the applicant, the Approver has the option to change the status. The applicant status options for each step of the process are located in Appendix B with more details. These applicant status choices will vary based on the current status of the applicant.

At this point all applicants to be interviewed should be at the “Recommend for Interview” status. It is the responsibility of the Department Chair and/or Dean to review these applicants and give their approval.

- If the Department Chair is the Initiator they will transition the posting to the Approver, which would be the Dean or their designated approver.
- If the Department Chair is acting as an Approver they should review the applicants and transition the posting to another Approver, which would be Dean or their designated approver.

The Dean should change the status of applicants in the “Recommend for Interview” status to “Approved for Interview”. Hover over the orange Take Action on Job Application button. Choose the applicant status.

Select if not wanting to change the status of the applicant.

Select if you do not agree that they are qualified to interview.

Select if applicant is approved for interview.

Click submit to change the applicant status.

When choosing the “Approved for Interview” applicant status no reason is required.
Once all applicants have been approved and their status has been changed to “Approved for Interview” the posting must be transitioned the Equity Officer for their review.

Hover over the orange **Take Action on Posting** and select **Equity Officer Review**.

The following screen will appear.

![Screen shot of Take Action on Posting]

- **Check this box to add the posting to your watch list**
- **You may add comments that will be sent to the Equity Officer in an email.**
- **Click Submit to route to the Approver.**

**IMPORTANT**: Comments are optional but keep in mind when adding comments these are saved with the position and **cannot be erased**. The comments are viewable by anyone who accesses the posting and are an **official part of the recruitment file**.

Once the Equity Officer receives the posting from the Approver they will **close** the posting. The posting may be reopened if needed. Once Equity Officer reviews the applicants for compliance they transition the posting to Academic Affairs. At this point in the process the Department may begin interviews.

Once interviews have been conducted and the Search Committee has recommended the applicant for hire the remaining applicant statuses needs to be changed. The candidate who is recommended for hire should be
changed to “Recommend for Hire”. At this point in the process the non-selected applicants should have been changed to one of the following status.

<table>
<thead>
<tr>
<th>Post Interview Applicant Status</th>
<th>When is the status used?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interviewed, Not Selected</td>
<td>Applicants who are interviewed but not hired</td>
</tr>
<tr>
<td>Qualified, Not Selected</td>
<td>Applicants who make it &quot;Further Consideration&quot; but did not get interviewed.</td>
</tr>
<tr>
<td>Declined Interview</td>
<td>An applicant who was approved for interview but declined once contacted by the Department.</td>
</tr>
<tr>
<td>Not Best Qualified (Emails Applicant Now)</td>
<td>Applicants who don’t make the &quot;Further Consideration&quot;. Don’t meet minimum qualifications stated in the ad.</td>
</tr>
</tbody>
</table>

**Hiring Proposal**

The hiring proposal was designed to replace portions of the AA-04 – Faculty Recruitment Plan, AA-05 / AA-06 – Recommendation for Initial Appointment, AA-34 – Verification of Credentials, and PD-7 forms.

**Only** when a candidate is given a status of **Recommended for Hire** can a hiring proposal be made on that candidate. All non-selected applicants must be at a final status (Interviewed, Not Selected; Qualified, Not Selected; Declined Interview, Not Best Qualified) at the time of submitting a hiring proposal.

- **Initiator**
  - Begins the hiring proposal
- **Approver**
  - Reviews & approves hiring proposal
- **Equity Officer**
  - Reviews applicant to be hired for compliance
- **Academic Affairs**
  - Establishes official personnel file

**Initiator – Beginning a Hiring Proposal**

Log in to NinerTalent ([http://jobs.uncc.edu/hr](http://jobs.uncc.edu/hr)) and change user group to Initiator.
When the user group has successfully been changed a message will appear at the top of the screen informing you that the change was successful.

Click the drop down arrow and select Applicant Tracking module. The header bar color is blue in the Applicant Tracking module.

Go to the ‘Postings’ tab and click ‘Faculty’.

The next page will bring up the Initiator’s current postings or posting drafts. Locate the correct posting by either using the search bar or looking through the list. Click the Applicants tab in the Posting and then click on the name of the applicant you want to hire (as shown below) and the application will open.

Confirm the status of the Applicant is **Recommend for Hire**.
Note, if the Workflow State of the Applicant is not Recommend for Hire, click on the orange Take Action On Job Application button.

Then select Send to Recommend for Hire (move to Recommend for Hire).

Once the applicant is in the Recommend for Hire status, click Start Hiring Proposal:

The next screen will ask you to select a position description the person is going to be hired into. It defaults to the position the applicant applied to. Verify the correct position description displays at the top and the bubble next to the position description is filled in.
At the bottom of the screen click **Select Position Description**.

This will begin the Hiring Proposal. Fill in the fields on the Hiring Proposal. The hiring proposal navigation menu is shown below.

**Hiring Proposal Navigation Menu**

Enter the information requested in each tab for the hiring proposal. Below is the menu and description of each field. Data that cannot be edited in the hiring proposal has been carried over from the position description and/or posting.
1. **Hiring Proposal** – The hiring proposal tab contains information relevant to the terms and conditions for the appointment.

   - The name is what the applicant entered on their application.
   - Enter their UNCC ID if you know it. If not, Academic Affairs will complete that information.
The Rank, Tenure Status and Is the Appointment Contingent? Are all required

Enter all details regarding the contingency, if there is one. For example: Date they should have Ph.D., otherwise appointed Lecturer, etc.

What is the start and end date of appointment? If tenured put N/A in Ending date field.

What date will be the first pay date? New 9-Mo are always paid beginning August 31; other faculty are paid on the next pay period after their start date.

Required. Compared to other candidates comment on the nominee’s outstanding qualifications in terms of information received through the interview and selection process.

Enter the total annual salary

Based on the hiring negotiations, include a statement justifying the salary and other terms offered to the selected candidate.
With the completion of each page, click to move through the different tabs.

A message may appear asking you to leave the page and lose all changes, if so; click Cancel to close the window. Then click Save and Next to move to the next tab.

Enter a summary of how the Department’s efforts to diversify faculty were carried out.

Did you review the Conflict of Interest and Concurrent Employment of Related Persons policies?

Does the new hire create a Conflict of Interest or Concurrent Employment of Related Persons situation? If yes, a management plan must be attached to the hiring proposal.

Enter any notes regarding the appointment. For example, is the appointment less than 1 FTE, is the person getting moving expenses covered, any start-up funding, computer equipment, expected course load, etc.
2. **Funding Source** – This information pulls in from the position description but can be changed if needed.

![Funding Source](image)

If you need to add another funding source, click here.

3. **Verification of Credentials** – This tab takes place of the AA-34 – Verification of Credentials form. Based on the Appointment type (Tenured, Tenure Track, or Non Tenure Track) verify the appointments academic credentials.

![Verification of Credentials](image)

Based on the Appointment type (Tenured, Tenure Track or Non Tenure Track) verify the applicants credentials.
4. **Hiring Proposal Documents** – To add a document to the hiring proposal, hover over **Actions**, to the right of the document name. Documents can be uploaded by browsing for the document or you can select a previously selected document.

Enter how their previous work experience was verified. *For example: telephone, reference letters, etc. Reference letters should be uploaded in the Hiring Proposal Documents tab.*

Hover over **Actions** for the capability to upload documents.
Choose the saved document to upload into the system.

***The **Status** does not update immediately, click the **Save** button to refresh and save the uploaded documents.

You should see “PDF complete” when the documents have successfully uploaded.

5. **Salary Worksheet** – The Salary Worksheet is what has taken the place of the PD-7 for new faculty hires. Academic Budget & Personnel will complete this tab based on information provided throughout the hiring proposal. This tab is read only, so if you see information that needs to be corrected please contact our office.
6. **Hiring Proposal Summary** -- At this step, the **Summary** tab will appear. Review the Hiring Proposal.

Before routing for approval make sure all tabs have a 🔴. If a tab has a 🔴 that means that there is a required field that needs completed. Click **Edit** beside the tab with the 🔴 to complete the required fields. Once all tabs have a 🔴 the hiring proposal is ready to be routed to the next approver.

**Initiator – Routing a Hiring Proposal to an Approver**

On the Summary Page click the orange **Take Action on Hiring Proposal** button (as shown below). The **Initiator** must forward the hiring proposal to the **Approver** for their review and approval. The Approver may send the action to an additional approver, if needed.

![Click here to route to an approver](image)
Click the drop-down arrow to select the appropriate name.

Click **Submit**.

**IMPORTANT:** Comments are optional but keep in mind when adding comments these are saved with the position and **cannot be erased**. The comments are viewable by anyone who accesses the posting and are an **official part** of the recruitment file.

If the hiring proposal was successfully routed this message will appear.

**Approver – Reviewing and approving a Hiring Proposal**

Log in to NinerTalent ([http://jobs.uncc.edu/hr](http://jobs.uncc.edu/hr)) and change user group to Approver.
When the user group has successfully been changed a message will appear at the top of the screen informing you that the change was successful.

Click the drop down arrow and select Applicant Tracking module. The header bar color is blue in the Applicant Tracking module.

From the Home page pictured below, locate your Inbox, and click on the Hiring Proposals tab. Find the posting to be approved and click on the title of the position.

Review the hiring proposal by viewing the Summary page or by clicking Edit and moving through each tab using the Next button.
Approver – Routing the Hiring Proposal

Once the hiring proposal has been reviewed, on the Summary Page, click the orange Take Action on Hiring Proposal button.

- If changes need to be made to the Hiring Proposal, you can either update it yourself or transition the Hiring Proposal back to the Initiator, click Return to the Initiator (move to Initiator).
- If the Hiring Proposal meets your approval and an additional approver needs to review the hiring proposal, click Assign another Approver (move to Approver).
- If the Hiring Proposal meets your approval and you are the final Approver, click Send to Equity Officer Review (move to Equity Officer Review)

Once the Equity Officer has completed their review they will forward the hiring proposal to Academic Affairs. When Academic Affairs receives the hiring proposal they will establish the official personnel file and forward the hiring proposal to Budget Personnel Management and/or Grants and Contracts Administration. Once those offices have reviewed the budget information they will forward the hiring proposal to Human Resources to enter into Banner. Once that is complete the finalist(s) will be moved to ‘Hired’ and the hiring proposal is complete.

How to Review EEO Report

Follow the steps below to review an EEO Report to determine how the applicant pool compares to the labor market availability data. The labor market data is viewable on the Summary tab (scroll down to the bottom), once the Equity Officer has entered the data into the Posting.
In the Posting, click on the **Reports** tab and click on **Departmental EEO Report** as pictured below.

![Image of Departmental EEO Report](image)

A new tab in your browser will open, and the EEO Report will run. The **Action** button will allow you to view the results or download them into Excel.

![Image of Action button](image)

Use the data from the **All Applicants** section, at the top of the report.

**Applicant Pool**

![Table of Applicant Pool](image)

Look at the **Labor Market Data** (found at the bottom of the **Summary** Tab).
Labor Market Data

Compare the data in the **Applicant Pool** to the data in the **Labor Market Data**.

The picture below shows an example of how you can format the data once you have the report results. (Visit Human Resources website for a template: [http://hr.uncc.edu/employee-relations/affirmative-action/departmental-eeo-report-comparison-template](http://hr.uncc.edu/employee-relations/affirmative-action/departmental-eeo-report-comparison-template))

<table>
<thead>
<tr>
<th></th>
<th>Number of Applicants</th>
<th>Applicant Pool Percentage</th>
<th>Labor Market Data Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number Applicants</td>
<td>45</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Female Total</td>
<td>32</td>
<td>71.11%</td>
<td>n/a</td>
</tr>
<tr>
<td>Male Total</td>
<td>11</td>
<td>24.44%</td>
<td>n/a</td>
</tr>
<tr>
<td>Gender Not Disclosed</td>
<td>2</td>
<td>4.44%</td>
<td>n/a</td>
</tr>
<tr>
<td>White Total</td>
<td>29</td>
<td>64.44%</td>
<td>n/a</td>
</tr>
<tr>
<td>Race/Ethnicity Not Disclosed</td>
<td>6</td>
<td>13.33%</td>
<td>n/a</td>
</tr>
<tr>
<td>Minority Total</td>
<td>10</td>
<td>22.22%</td>
<td>13.17%</td>
</tr>
<tr>
<td>African American Total</td>
<td>6</td>
<td>13.33%</td>
<td>4.99%</td>
</tr>
<tr>
<td>Hispanic/Latino Total</td>
<td>2</td>
<td>4.44%</td>
<td>3.52%</td>
</tr>
<tr>
<td>Asian Total</td>
<td>0</td>
<td>0.00%</td>
<td>3.55%</td>
</tr>
<tr>
<td>American Indian or Alaska Native Total</td>
<td>1</td>
<td>2.22%</td>
<td>0.71%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander Total</td>
<td>0</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Two or More Races Total</td>
<td>1</td>
<td>2.22%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
If any of the percentages in the **Applicant Pool** are significantly lower (10% or greater difference) than the correlating percentage in the **Labor Market Data** then your applicant pool is not representative of the labor force. So, keep the position open longer and/or do some targeted advertising to obtain a more diverse pool of applicants.

If the percentages in the **Applicant Pool** are the same or higher than the correlating percentages in the **Labor Market Data** then your applicant pool is representative of the labor force. So proceed with the interviews and selection process.

If you need assistance, contact the Equity Specialist (7-0661 or **EPARecruitment@uncc.edu**) or view the website: [http://hr.uncc.edu/employee-relations/affirmative-action/departmental-eeo-report-comparison-template](http://hr.uncc.edu/employee-relations/affirmative-action/departmental-eeo-report-comparison-template).
Appendix
Appendix A: Tabs and Fields within the Faculty Posting

Appendix A describes each tab and field within the **Editing Posting** portion of **Applicant Tracking**.

**Note:** The highlighted data fields will appear on the posting and is visible to applicants.

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Type of Field</th>
<th>Visible to Applicants?</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Information</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Position Number                                  | Read Only     | Yes                     | Position Number

*Information entered in the position description.*

<table>
<thead>
<tr>
<th>Working Title</th>
<th>Text box</th>
<th>Yes</th>
<th>Title of the faculty position, can be discipline specific.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Title</td>
<td>Read Only</td>
<td></td>
<td><em>Information entered in the position description.</em></td>
</tr>
<tr>
<td>College</td>
<td>Read Only</td>
<td>Yes</td>
<td><em>Information entered in the position description.</em></td>
</tr>
</tbody>
</table>
| Work Location                                    | Text box      | No                      | Building or campus location of where the faculty position will be housed

*Information entered in the position description.*

| Department                                       | Read Only     | Yes                     | Name of academic department the faculty position is located

*Information entered in the position description.*

| Briefly describe the primary purpose (mission) of your unit or department | Read Only | Yes | Describe primary purpose and/or mission of your department? Describe the setting of the university, college and department.

*Information entered in the position description.*

<table>
<thead>
<tr>
<th>Vacancy Open to</th>
<th>Drop down</th>
<th></th>
<th>What applicants are eligible to apply? (All candidates, UNCC Employees Only, UNCC Students Only, State of NC Employees Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Designation</td>
<td>Read Only</td>
<td></td>
<td>Designates that the position is a faculty position. Information entered in the position description.</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Read Only</td>
<td></td>
<td>“Permanent – Full-Time” is for Faculty positions funded by General funds.</td>
</tr>
<tr>
<td><strong>NinerTalent USER GUIDE</strong></td>
<td><strong>Faculty: Applicant Tracking (Postings &amp; Hiring Proposals)</strong></td>
<td><strong><a href="http://hr.uncc.edu/ninertalent">http://hr.uncc.edu/ninertalent</a></strong></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>“Time Limited – Full-Time”</strong></th>
<th><strong>Could be for faculty positions funded by Non-General funds. Information entered in the position description.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Months per year</strong></td>
<td><strong>Read Only</strong></td>
</tr>
<tr>
<td><strong>Salary Range</strong></td>
<td><strong>Text box</strong></td>
</tr>
<tr>
<td><strong>No</strong></td>
<td><strong>What is the expected hiring salary range for the recruitment?</strong></td>
</tr>
<tr>
<td><strong>Description of Work</strong></td>
<td><strong>Read Only</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Template description based on the classification chosen for the faculty position. Information entered in the position description.</strong></td>
</tr>
<tr>
<td><strong>Essential Duties and Responsibilities</strong></td>
<td><strong>Read Only</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>What are the responsibilities and essential duties for this faculty position? Information entered in the position description.</strong></td>
</tr>
<tr>
<td><strong>Minimum Education, Skills and Experience</strong></td>
<td><strong>Read Only</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>A very generic template description of the minimum education required based on SACS requirements. Information entered in the position description.</strong></td>
</tr>
<tr>
<td><strong>Department Preferred Education, Skills and Experience</strong></td>
<td><strong>Read Only</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Preferred educational requirements and/or qualifications the department is looking for in a candidate Information entered in the position description.</strong></td>
</tr>
<tr>
<td><strong>Necessary Certifications/Licenses</strong></td>
<td><strong>Read Only</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Detail the certifications and/or license requirements that your department is looking for in a candidate. Information entered in the position description.</strong></td>
</tr>
<tr>
<td><strong>Special Notes to Applicants</strong></td>
<td><strong>Text Box</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Any information you want applicants to know (e.g. documents to upload, finalist will be subject to criminal background check, finalist will be required to provide official transcript, special circumstances with the job, etc.). The EEO statement</strong></td>
</tr>
<tr>
<td><strong>Search Committee / Diversity Information</strong></td>
<td></td>
</tr>
<tr>
<td>Field Label</td>
<td>Type of Field</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Date the instructions from Chair to Search Committee were discussed</td>
<td>Date field</td>
</tr>
<tr>
<td>Has everyone on the search committee completed the Diversity training within the last five years?</td>
<td>Drop down</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, list the names of those who have not completed training</td>
<td>Text area</td>
</tr>
<tr>
<td>What is your department’s diversity statement?</td>
<td>Text area</td>
</tr>
<tr>
<td>Special Efforts to Diversity Faculty/Staff</td>
<td></td>
</tr>
</tbody>
</table>
# NinerTalent USER GUIDE

## Posting Open Date
- **Date**
- **Yes**
- Date you want the posting to appear on the jobs.uncc.edu website

## Posting Close Date
- **Date**
- **Yes**
- Date you want the posting to be removed from the jobs.uncc.edu website

## Open Until Filled
- **Drop down**
- **Yes**
- If no date is entered in "Posting Close Date", chose "Yes". The posting will be closed when candidates are approved for interview and the posting is transitioned to the Equity Officer.

## Date Review of Applications will Begin
- **Date**
- **Yes**
- When will the search committee begin reviewing applications

## Proposed Hire Date
- **Date**
- **Yes**
- What is the expected hire date

**If time‐limited (e.g. grant funded, term contract), please indicate appointment end date**
- **Read only**
- **Yes**
- This date reflects a grant end date for a research faculty member, if grant funded. *Information entered in the position description.*

## Department Contact Name
- **Text box**
- **No**
- A contact name that internal users can contact if needed. Not visible to applicants

## Department Contact Email
- **Text box**
- **No**
- A contact email address that internal users can contact if needed. Not visible to applicants

## Department Contact Number
- **Text box**
- **No**
- A contact phone number that internal users can contact if needed. Not visible to applicants

## Contact Information
- **Text area**
- **Yes**
- Contact information that applicants can see

## Additional Initiator(s)
- **User Selection**
- **No**
- Anyone who should have Initiator access for this specific posting. Can see and access only postings they are assigned to.

## Previous Incumbent Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Type</th>
<th>Visibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a new position?</td>
<td>Drop down</td>
<td>No</td>
</tr>
<tr>
<td>Name of Separating Employee</td>
<td>Text box</td>
<td>No</td>
</tr>
<tr>
<td>UNC Charlotte ID#</td>
<td>Text box</td>
<td>No</td>
</tr>
<tr>
<td>Date of Separation</td>
<td>Date</td>
<td>No</td>
</tr>
</tbody>
</table>

If a vacancy, name of employee previously in the position

If a vacancy, UNCC ID# of employee previously in the position

If a vacancy, date the former employee separated

---

Faculty: Applicant Tracking (Postings & Hiring Proposals)
http://hr.uncc.edu/ninertalent
### Advertising Plan

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Type of Field</th>
<th>Visible to Applicants?</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you plan to advertise externally?</td>
<td>Drop down</td>
<td>No</td>
<td>Will this job posting be advertised anywhere besides jobs.uncc.edu?</td>
</tr>
<tr>
<td>Please list where advertisements will be placed, the date(s) the advertisements will be published, and the estimated cost of publication</td>
<td>Text area</td>
<td>No</td>
<td>If so, list the sources, dates and costs associated with each advertisement</td>
</tr>
</tbody>
</table>

### Labor Market Availability Data

The labor market availability data is completed by the Equity Officer in Human Resources. Please contact River Peebles, x70661 if you have any questions or see the section titled How to View EEO Report in the User Guide.
### Appendix B: Tabs and Fields within the Faculty Hiring Proposal

Appendix B describes each tab and field within the Editing Hiring Proposal portion of Applicant Tracking.

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Type of Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Read Only</td>
<td>Applicant’s first name as entered on the application</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Read Only</td>
<td>Applicant’s middle name as entered on the application</td>
</tr>
<tr>
<td>Last Name</td>
<td>Read Only</td>
<td>Applicant’s last name as entered on the applications</td>
</tr>
<tr>
<td>UNC Charlotte ID # (If applicable)</td>
<td>Text box</td>
<td>If applicant has a UNCC ID #, please enter</td>
</tr>
<tr>
<td><strong>Position Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Number</td>
<td>Read Only</td>
<td>Position Number Information entered in the position description.</td>
</tr>
<tr>
<td>Classification Title</td>
<td>Read Only</td>
<td>Classification of faculty position. Information entered in the position description.</td>
</tr>
<tr>
<td>Working Title</td>
<td>Text Box</td>
<td>Working title of the faculty position.</td>
</tr>
<tr>
<td>Rank</td>
<td>Drop Down</td>
<td>Faculty Rank candidate is being hired with</td>
</tr>
<tr>
<td>Tenure Status</td>
<td>Drop Down</td>
<td>Tenure status candidate is being hired with</td>
</tr>
<tr>
<td>Is Appointment Contingent?</td>
<td>Drop Down</td>
<td>For example, Is the tenure track appointment contingent on faculty member receiving the terminal degree prior to their start date?</td>
</tr>
<tr>
<td>Contingency Details</td>
<td>Text area</td>
<td>Please list the tenure track appointment contingency details (i.e. for example, should have Ph.D. by start date of xx/xx/xxxx, otherwise will be appointed as a Lecturer for a one year appointment)</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Read Only</td>
<td>“Permanent – Full-Time” is for Faculty positions funded by General funds.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“Time Limited – Full-Time” could be for faculty positions funded by Non-General funds. Information entered in the position description.</td>
</tr>
<tr>
<td><strong>Hiring Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Begin Date</td>
<td>Date field</td>
<td>First day of work. For 9-mo faculty typically the first day of the academic year.</td>
</tr>
<tr>
<td>Employment Ending Date</td>
<td>Date field</td>
<td>The last day of contract for tenure track and non-tenure track appointments. Enter N/A for tenured appointments</td>
</tr>
<tr>
<td>Beginning Payroll Effective Date</td>
<td>Date field</td>
<td>New 9-month faculty, who start in August, are paid beginning August 31, with retro pay back to July 1. For other</td>
</tr>
<tr>
<td>Field Label</td>
<td>Type of Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Ending Payroll Effective Date</td>
<td>Date field</td>
<td>The last pay date</td>
</tr>
<tr>
<td>FTE</td>
<td>Drop Down</td>
<td>The FTE of the position</td>
</tr>
<tr>
<td>Selection Summary and Justification</td>
<td>Text Area</td>
<td>Compared to other candidates, comment on the nominee's outstanding qualifications in terms of information received through the interview and selection process.</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>Text Box</td>
<td>Annual salary</td>
</tr>
<tr>
<td>Salary Justification</td>
<td>Text Area</td>
<td>Based on hiring negotiations include a statement justifying the salary and other terms offered to the selected candidate.</td>
</tr>
<tr>
<td>Provide a summary of how efforts to diversify Faculty were carried out</td>
<td>Text Area</td>
<td>Based on your special efforts to diversify faculty statement in the posting provide a summary of how those efforts were carried out by the search committee.</td>
</tr>
<tr>
<td>Have the University and UNC System policies related to Conflict of Interest and the Concurrent Employment of Related Persons been thoroughly reviewed?</td>
<td>Drop Down</td>
<td>Did you review the following policies relating to the Conflict of Interest and Concurrent Employment of Related persons? Conflict of Interest Policy (<a href="http://legal.uncc.edu/policies/up-102.2">http://legal.uncc.edu/policies/up-102.2</a>) and Concurrent Employment of Related Persons Policy (<a href="http://legal.uncc.edu/policies/up-101.4">http://legal.uncc.edu/policies/up-101.4</a>)</td>
</tr>
<tr>
<td>Does this new hire create a Conflict of Interest or Concurrent Employment of Related Persons situation?</td>
<td>Drop Down</td>
<td>Does the new hire create a Conflict of Interest or Concurrent Employment of Related Persons situation? (see Policies listed above) If yes, attach an appropriate management plan that will be reviewed and updated annually, that addresses on-going supervision of work and reporting responsibilities, financial expenses, wage or other compensations approvals, and performance reviews. The plan is to be maintained within the hiring department and the Division office.</td>
</tr>
<tr>
<td>Notes</td>
<td>Text Area</td>
<td>Please list any special terms or conditions. If hiring a 9 or 12 month faculty member at less than 1.00 FTE please list FTE and explain. Also enter special terms.</td>
</tr>
</tbody>
</table>

### Verification of Credentials

For Tenure Track faculty appointments a terminal degree, usually the earned doctorate, in the teaching discipline is required. If terminal degree is in process the appointment is contingent.
For Non-Tenure Track faculty who will teach courses at the graduate level a terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline, AND APPOINTMENT TO THE GRADUATE FACULTY is required.

For Non-Tenure Track faculty who will teach courses at the undergraduate level only a Master’s degree in the teaching discipline, or Master’s degree in related discipline PLUS eighteen graduate semester hours in the teaching discipline is required.

If faculty member does not hold the appropriate academic degree, but meets the criterion based on exceptional professional experience complete the Form AA-21 and attach in the Hiring Proposal Documents section.

### Tenured and Tenure Track Appointment Academic Credentials

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the chosen candidate have a terminal degree in the discipline?</td>
<td>Drop Down</td>
</tr>
<tr>
<td>Is terminal degree in process?</td>
<td>Drop Down</td>
</tr>
<tr>
<td>If the terminal degree is in process, what is the expected date of degree completion?</td>
<td>Text box</td>
</tr>
</tbody>
</table>

### Non-Tenure Track Appointment Academic Credentials

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the chosen candidate have a Master’s degree or higher in the discipline?</td>
<td>Drop down</td>
</tr>
<tr>
<td>Is the Master’s degree in process?</td>
<td>Drop down</td>
</tr>
<tr>
<td>If the Master’s degree is in process, what is the expected date of the Master’s degree completion?</td>
<td>Text box</td>
</tr>
</tbody>
</table>

### Verification of Work Experience

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe how previous work experience was verified by telephone, or by written correspondence</td>
<td>Text area</td>
</tr>
</tbody>
</table>
## Appendix C: Niner Talent – Faculty Applicant Statuses

<table>
<thead>
<tr>
<th>Allowable Status Changes</th>
<th>User Group</th>
<th>When is the status used?</th>
<th>Email Sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved for Interview</td>
<td>Approver</td>
<td>The Dean approves the applicants the Department recommends for interview</td>
<td>No</td>
</tr>
<tr>
<td>Declined Interview</td>
<td>Initiator</td>
<td>An applicant who was approved for interview but declined once contacted by the Department.</td>
<td>No</td>
</tr>
<tr>
<td>Further Consideration</td>
<td>Initiator</td>
<td>Short list of applicants who are qualified and may be recommended for interview and interviewed</td>
<td>No</td>
</tr>
<tr>
<td>Interviewed, Not Selected</td>
<td>Initiator</td>
<td>Applicants who are interviewed but not hired</td>
<td>No</td>
</tr>
<tr>
<td>Not Best Qualified (Emails Applicant Now)</td>
<td>Initiator</td>
<td>Applicants who don't make the &quot;Further Consideration&quot;. Don't meet minimum qualifications stated in the ad.</td>
<td>Yes, immediately after status change</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>Initiator</td>
<td>Applicants who are interviewed and offered the position but declines</td>
<td>No</td>
</tr>
<tr>
<td>Qualified, Not Selected</td>
<td>Initiator</td>
<td>Applicants who make it &quot;Further Consideration&quot; but did not get interviewed.</td>
<td>Yes, once posting status is changed to Filled</td>
</tr>
<tr>
<td>Recommend for Hire</td>
<td>Initiator</td>
<td>Chosen Applicant</td>
<td>No</td>
</tr>
<tr>
<td>Recommend for Interview</td>
<td>Initiator</td>
<td>Applicants who the Department would like to interview. Applicants are moved to this status for review and approval by the Dean.</td>
<td>No</td>
</tr>
<tr>
<td>Under Review by Hiring Department</td>
<td>Initiator</td>
<td>Status all applicants have once they apply to the posting</td>
<td>No</td>
</tr>
</tbody>
</table>