Changing Applicant Status for A/P Faculty Positions

Use this checklist when changing the applicant status for classified and wage positions.

Login to PeopleAdmin by going to the Human Resources home page and clicking on the PeopleAdmin link under Quick Links or by logging into the RU portal; click on the Employee tab and click on the PeopleAdmin link under Quick Links on the right hand side of the screen. The username and password is the same as your RU login information.

On the Welcome screen, check the welcome message to make sure you are in the correct user type. To view applicants you will need to be in user type level 1, level 2, etc. rather than Evaluating Supervisor. To change the user type, click on Change User Type under the Admin section on the left side of the screen. Select the appropriate user type and click Change Group.

On the Welcome screen, all active and closed postings will appear.

To view applicants, click on the View link under the role title of the position you would like to view. The listing of active applicants will appear.

TIP: Applicants can be sorted alphabetically by clicking on the arrow beside Name in the red bar.

The Department or Search Committee completes the screening for the position. The applicant status is listed as Under Review by Search Committee (Admin/Prof Faculty). Once the search committee has screened the application materials, the applicant statuses can be changed to Selected for Interview or Not in Referral Group by clicking on the Change Status link.

After the search committee has interviewed the applicants and selected a candidate, the status for applicants should be changed. The status for the selected candidate should be changed to Recommend for Hire, the status for applicants not interviewed should be Not in Referral Group and the status for applicants interviewed but not hired should be changed to Not Hired.

Applicants with a Not Hired or Not in Referral Group status will need a non-selection reason selected from the drop down menu. The reasons for non-selection are:

1-Not enough experience
2-Lacks required educational background
3-Does not meet minimum qualifications
4-Inadequate references
5-Candidate withdrew
6-Proficiencies not as strong as selected candidate
7-No interest
8-Lacks required certification(s)/license(s)
9-Lacks supervisory experience
10-Experience not appropriate for position
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<thead>
<tr>
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<th>11-Not available for required hours</th>
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<tbody>
<tr>
<td></td>
<td>12-Cannot meet applicant salary requirements</td>
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<td>13-Did not meet pre-employment requirements</td>
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<td>14-Requires relocation package</td>
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<td>15-Not willing to commit to contracted time</td>
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<td>16-Conflict of interest</td>
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<td>17-Preference given to Placement Eligible Applicant</td>
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Once a non-selection reason is selected, click **Continue to Confirm Page > >.** The *Change Applicant Status* confirmation screen will appear. Click **Save Status Changes >>** to continue or click **Cancel** to go back to the prior page.

To change the status for multiple applicants at once, check the boxes on the right next to the corresponding applicants you wish to change. Click the **Change Multiple Applicant Statuses** button at the bottom. Select the appropriate Status and selection reason and click **Continue to Confirm Page > >.** The *Change Applicant Status* confirmation screen will appear with all of the applicants selected. Click **Save Status Changes >>** to continue or click **Cancel** to go back to the prior page.

**TIP:** All applicant statuses should be changed before the selected applicant’s hire date so that HR can close out the posting. Once the posting is closed by HR, a system generated email will be sent to all applicants with a notification that the position has been filled.