Interview Workflow

Moving candidates through the interview process using the different status options.
Applicants are located in the **People** tab under Bin: **New Submissions**. The system creates new statuses known as **Bins** and places applicants in these bins as they move through the hiring process.

To advance an applicant in the process, check box next to their name or drag their name and hover it over the **Advance** button.

To hire the applicant, you must move them forward by selecting either **Reviewed; Under Consideration** or **Interview(ed)**.
When deselecting an applicant, check the box next to applicant of interest or drag and drop their name over the **Reject** button. If they did not proceed beyond the resumé review then select **Reviewed; Not Selected** in the **Reject** dropdown menu.

Please note: You can select multiple applicants in the same group disposition code at the same time. If they have different disposition codes, they will need to be selected individually.
A pop-up will appear reminding you to assign disposition codes to the applicant. Click **OK** to continue.
You will be prompted in the dropdown menu to select a disposition as to why you marked the candidate as rejected. Check the appropriate selection and click Save.

If you wish to send the candidate an email during this stage, you can mark the check box **Send an email notice to this candidate** or wait and bulk e-mail all applicants at the end of your search.

If you click out of this window it will NOT assign a disposition code to the applicant.
If you select an email option, the Compose an e-mail pop up window will appear. For the Rejection Letter template, select All Templates in the Template Category dropdown and Rejection Letter-HR Recommended in the Template category.

You are allowed to make edits to the email, however, we strongly encourage you to keep the wording as close to the template as possible. If you’d like to preview the email before sending, select Preview, otherwise click Send.

Dear Recipient: Full Name: First Last (Non-Sortable),

Thank you for your interest in employment with Utah State University.

We have reviewed your resume and have carefully considered your qualifications. We regret to inform you that we have decided to pursue other candidates for the Recruiting Workflow: Requisition : Job Posting Title position.
Email Preview

To make changes to your email, select Cancel and make your changes, otherwise select Send.

Subject
Thank You

Body
Dear Danielle Anderson,

Thank you for your interest in employment with Utah State University.

We have reviewed your resume and have carefully considered your qualifications. We regret to inform you that we have decided to pursue other candidates for the Test Job-DO NOT APPLY position.

We encourage you to visit our website as new positions become available often. We appreciate your interest in Utah State University and wish you success in your career search.

Regards,
Allyson Smith
Utah State University
If you select the email option, the Compose an e-mail window will pop up. To find the Rejection Letter template, select All Templates in the Template dropdown menu and select Rejection Letter in the Template menu.

You are able to make edits to the email. However, we encourage you to keep the wording as close to the template as possible. You will then select Send.
Different Bin categories will be created when you update an applicant status. As you move applicants forward the **New Submission Bin** will disappear.
The Bin: In Process contains two applicant statuses, Reviewed; Under Consideration and Interview(ed). To interview a Reviewed: Under Consideration applicant, select their name > Advance > Interviewed.
To deselect an applicant after an interview, select their name > Reject > Interviewed; Not Selected. A prompt will appear asking you to provide a disposition code. When you make changes to an applicant, their status column will reflect those changes. When an applicant is deselected, their name will move to the Bin: Deselected section.