



## PeopleAdmin Applicant Review Approval Workflow for Permanent SHRA & EHRA NF Recruitment Coordinators

### Quick Steps: Applicant Review Approval Workflow - Recruitment Coordinator

The Dept HR Rep should include their name in the Recruitment Coordinator field when submitting the posting. Multiple individuals may be included as the Recruitment Coordinator.

The Recruitment Coordinator is a “user group” so Dept HR Reps will need to switch their “user group” in PeopleAdmin to be able to update applicants.

**NOTE: PLEASE FOLLOW THE GUIDELINES IN THE CAROLINA HIRING PLAYBOOK. Applications should be reviewed as soon as they are available after a position is posted in PEOPLEADMIN. Screening interviews should occur while the recruitment is posted.**

The following steps take place after the posting is closed and after the initial screening interviews.

1. Posting will be transitioned in workflow to **“Initiate Applicant Review When Ready.”**

Posting: Soc/Clin Research Specialist (Permanent Staff (SHRA)) Edit

Current Status: Initiate Applicant Review When Ready

Position Type: Permanent Staff (SHRA) Created by: Tony Starks  
Department: Surgery - Transplant - 414035 Owner: Recruitment Coordinator

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

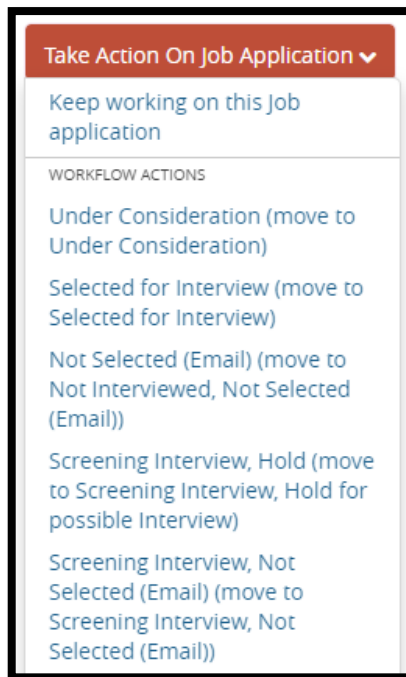
2. Select the “Applicants” tab to see all the applicants in the pool for the recruitment. Select the name of each applicant to be updated, click the **“Take Action on Job Application”** and select the appropriate workflow state. For example, if the applicant was not selected for interview, select **“Not Selected (Email) (move to Not Interviewed, Not Selected (Email))**. An email will be sent to the applicant letting them know they were not selected for interview for this recruitment. If the applicant had a screening interview and is being selected for an on-site interview, select **“Selected for Interview (move to selected for interview).”**

An email will immediately be sent to the applicant when one of the following applicant workflow states is selected:

- Screening Interview, Not Selected (Email)
- Not Interviewed, Not Selected (Email)
- Interviewed, Not Selected (Email)

**Please be certain that any candidate this workflow is used for will not be selected as a candidate even as a secondary choice.**

**PLEASE SEE RESOURCE LINKS FOR LIST OF NON-SELECTION REASON CODES.**



3. After all applicant statuses have been updated, click the link to the posting title and then click the orange **"Take Action on Posting"** and select **"Submit Applicant Review Pool."**



4. The Applicant Review will be routed to your **SHRA Dept/Division Approver** or for EHRA-NF positions **School/Division HR Approver** for review and they can either **"Submit"** the Applicant Review to OHR Employment (selecting the appropriate Talent Acquisition Partner) or **"Return"** the Applicant review to the Recruitment Coordinator.



5. The Talent Acquisition Partner (TAP) will review selected candidates, approve each candidate (if appropriate), and transition the posting to **"Applicant Review Pool Approved."**

6. Candidates approved for interview will have the application status updated to **“Approved for Interview.”**
7. If there are questions or a need for additional information, the TAP will contact the Department HR Rep and, if necessary, return posting to the Recruitment Coordinator.
8. The Recruitment Coordinator may select additional candidates for interview, but any newly selected candidates will be required to go through the applicant review approval process. From the posting **Summary** or **Applicant** tab click **“Take Action on Posting”** and select **“Add'l Applicant Review.”**
9. Once applicant review pool for has been approved for on-site interviews, interviews can be arranged with approved candidates.
10. After interviews have been completed, go to the **“Take Action on Job Application”** and select the appropriate workflow for each applicant that still needs their workflow updated to a final workflow state.
11. The Dept HR Rep will submit the Hiring Proposal for the selected candidate.

The screenshot displays a user interface for managing job applications. At the top, there are navigation tabs for 'Home', 'Postings', and 'Hiring Proposals'. The breadcrumb trail indicates the path: 'Postings / ... / Genomics Research Coordinator (Applicant Review Approved) / Applicant Review / Barry Allen Approved for Interview'. The main content area features a document icon and the title 'Job application: Barry Allen (Permanent Staff (SHRA))'. Below the title, it states 'Current Status: Approved for Interview' and 'Application form: SHRA Application'. A table-like layout provides applicant details: 'Full name: Barry Allen', 'Address: 101 Wheredhego Lane, Raleigh, NC 27813, United States of America', 'Username: Barry Allen', 'Email: in-a-flash@gmail.com', 'Phone (Primary): (476) 732-4991', and 'Phone (Secondary):'. On the right, a 'Take Action On Job Application' dropdown menu is open, showing options such as 'Keep working on this job application', 'Interviewed, Not Selected (Email) (move to Interviewed, Not Selected (Email))', 'Interviewed, Selected (move to Interviewed, Selected)', 'Interviewed, Not Selected, No Email (move to Interviewed, Not Selected (No Email))', and 'Declined Offer (move to Declined Offer)'.

**PLEASE NOTE:**

The Recruitment Coordinator is the individual who will be responsible for updating the applicant workflows and non-selection reason codes. For example, a Dept HR Rep, Hiring Supervisor, Search Committee Editor or Administrative Assistant must have Recruitment Coordinator access and must be in this user group to update applicants. The Recruitment Coordinator is a required field in the posting and can include multiple individuals from the drop-down list. If the name you are looking for does not appear in the drop-down list, please submit a HELP Ticket or contact your Talent Acquisition Partner.

Additional Resources are located on the OHR website under Hiring Manager Information in the Using PeopleAdmin section or in the Hiring Playbook.

Additional Resources Include:

- Non-Selection Reason Codes
- PeopleAdmin Auto Email Communication Templates
- FAQs

Contact your assigned Talent Acquisition Partner (TAP) in OHR at 919-843-2300 with questions.