

PeopleAdmin: Requesting Candidate Interviews

To request an interview with a candidate, open the candidate's application from the posting. Then, click "Take Action On Job Application" and "Request for Interview". This triggers a series of approvals.

The screenshot shows a job application for Laura Syfrett, Faculty/Staff, with a status of 'Evaluated'. The current status is 'Human Resources Initial Review'. The application form is 'Application'. The candidate's contact information is listed, including address, phone, and email. The application was created by Laura Syfrett, with Human Resources as the owner. The 'Take Action On Job Application' dropdown menu is open, showing various actions. The 'Request for Interview' option is circled in red.

Postings / ... / Business Affairs Test 3 (Posted - External Access) / Applicant Review / Laura Syfrett Human Resources Initial Review

Laura Syfrett, you have 0 messages. Human Resources

Job application: Laura Syfrett (Faculty/Staff) ✔ Evaluated
Current Status: Human Resources Initial Review
Application form: Application

Full name: Laura Syfrett
Address: 2830 Harrison Ave
Unit B
Panama City, FL 32405
Username: lsyfrett
Email: lsr310@yahoo.com
Phone (Primary):
Phone (Secondary):
Position Type: Faculty/Staff
Department: Business Affairs

Created by: Laura Syfrett
Owner: Human Resources

Summary | History | Reports

✔ Personal Information [Edit](#)

Contact Information

First Name	Laura
Middle Name	
Last Name	Syfrett

Take Action On Job Application ▼

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select (move to Not Interviewed, Not Hired (email now))
- Select (move to Under Review by Department/Committee)
- MOVE DIRECTLY TO...
- Draft
- Under Review by Department/Committee
- Request for Interview**
- Interview Approved
- Secondary Interview/Further Review
- Recommend for Hire
- Hired
- Not Interviewed, Not Hired (email now)
- Interviewed, Not Hired (email at filled)
- System Det Does Not Meet Minimum Qualifications
- Withdrawn

/gulfcost-sb.peopleadmin.com/hr/job_applications/8#

The "Workflow State" immediately transitions to the same.

The screenshot shows a web application interface for managing job postings. At the top, there is a navigation bar with links: Home, General Setup, Assessment Factors, Data Management, Users, My Profile, and Help. Below this, a user notification reads "Laura Syfrett, you have 0 messages." and a dropdown menu is set to "Human Resources" with a "logout" link.

The main content area shows a breadcrumb trail: Postings / Faculty/Staff / Business Affairs Test 3 (Posted - External Access) / Applicant Review. The primary heading is "Posting: Business Affairs Test 3 (Faculty/Staff)" with an "Edit" link. Below this, the "Current Status" is "Posted - External Access". Other details include "Position Type: Faculty/Staff", "Department: Business Affairs", "Created by: Laura Syfrett", and "Owner: Human Resources".

On the right side, there is a "Take Action On Posting" dropdown menu with options: "See how Posting looks to Applicant", "Print Preview (Applicant View)", "Print Preview", and "Create Posting Template from this Posting". There are also social media icons for Facebook, Twitter, and LinkedIn.

Below the posting details, there are tabs for "Summary", "History", "Settings", "Applicants", "Reports", and "Hiring Proposals". The "Applicants" tab is active.

The "Applicants" section includes a search bar with a "Saved Searches" dropdown, a "Search" button, and a "More Search Options" dropdown. Below the search bar, there is a "All Applicants" filter button. A summary line shows "All Applicants" with a count of 1, a "Delete this search?" option, "Selected records" with a count of 0, and a "Clear selection?" option. An "Actions" dropdown menu is also present.

The main table of applicants has the following columns: Applicant Last Name, Applicant First Name, Documents, Posting Number, Workflow State (Internal), and Application Date. There is a checkbox for each row and an "Actions" link for each row.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Syfrett	Laura		AS26P	Request for Interview	February 09, 2018 at 10:07 AM	Actions

A message is sent to the authority responsible for approval. He/she will review the applicant's materials and then clicked on "Interview Approved".

The screenshot shows the PeopleAdmin interface for a job application. At the top, there is a navigation bar with links like Home, General Setup, Assessment Factors, Data Management, Users, My Profile, and Help. A user profile for 'PeopleAdmin' is visible in the top right. Below the navigation bar, a breadcrumb trail reads: Postings / ... / Business Affairs Test 3 (Posted - External Access) / Applicant Review / Laura Syfrett Request for Interview. The main content area is titled 'Job application: Laura Syfrett (Faculty/Staff)' with a current status of 'Request for Interview' and application form of 'Application'. Personal information is listed on the left, including full name, address, and contact details. On the right, a dropdown menu titled 'Take Action On Job Application' is open, showing various workflow actions. A red arrow points from the text above to the 'Interview Approved' option in this menu. Below the dropdown, there are tabs for Summary, History, and Reports. The 'Personal Information' section is expanded, showing a table with fields for First Name (Laura), Middle Name, and Last Name (Syfrett).

Job application: Laura Syfrett (Faculty/Staff)
Current Status: Request for Interview
Application form: Application

Full name: Laura Syfrett
Address: 2830 Harrison Ave, Unit B, Panama City, FL 32405
Username: lsyfrett
Email: lsr310@yahoo.com
Phone (Primary):
Phone (Secondary):
Position Type: Faculty/Staff
Department: Business Affairs

Created by: Laura Syfrett
Owner: Human Resources

Take Action On Job Application

- Keep working on this Job application
- WORKFLOW ACTIONS
 - Select (move to Interview Approved)
 - Select (move to Not Interviewed, Not Hired (email now))
- MOVE DIRECTLY TO...
 - Draft
 - Human Resources Initial Review
 - Under Review by Department/Committee
 - Interview Approved**
 - Secondary Interview/Further Review
 - Recommend for Hire
 - Hired
 - Not Interviewed, Not Hired (email now)
 - Interviewed, Not Hired (email at filled)
 - System Det Does Not Meet Minimum Qualifications
 - Withdrawn

Summary | History | Reports

Personal Information [Edit](#)

Contact Information

First Name	Laura
Middle Name	
Last Name	Syfrett

/gulfcoast-sb.peopleadmin.com/hr/job_applications/8# 75%

After the initial interview, additional screenings may be requested. This is achieved by clicking on “Secondary Interview/Further Review”. Similar to the first interview, an approval is granted for the secondary interview. The candidate receives electronic communication throughout the interviewing cycle.

The screenshot shows the PeopleAdmin interface for a job application. The top navigation bar includes 'Home', 'General Setup', 'Assessment Factors', 'Data Management', 'Users', 'My Profile', and 'Help'. The user is logged in as 'ADMIN'. The breadcrumb trail is 'Postings / ... / Business Affairs Test 3 (Posted - External Access) / Applicant Review / Laura Syfrett Interview Approved'. The job application details for 'Laura Syfrett (Faculty/Staff)' are shown, with a 'Current Status' of 'Interview Approved'. A dropdown menu titled 'Take Action On Job Application' is open, listing various workflow actions. The 'Secondary Interview/Further Review' option is circled in red, and a red arrow points from the text above to this option.

Job application: Laura Syfrett (Faculty/Staff)
Current Status: Interview Approved
Application form: Application

Full name: Laura Syfrett
Address: 2830 Harrison Ave, Unit B, Panama City, FL 32405
Username: lsyfrett
Email: lsr310@yahoo.com
Phone (Primary):
Phone (Secondary):
Position Type: Faculty/Staff
Department: Business Affairs

Created by: Laura Syfrett
Owner: Committee Chair

Summary | History | Reports

Personal Information [Edit](#)

Contact Information

First Name	Laura
Middle Name	


Take Action On Job Application

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select (move to Secondary Interview/Further Review)
- Not Selected (move to Not Interviewed, Not Hired (email now))
- Not Selected (move to Interviewed, Not Hired (email at filled))
- Recommend to Hire (move to Recommend for Hire)
- MOVE DIRECTLY TO...
- Draft
- Human Resources Initial Review
- Under Review by Department/Committee
- Request for Interview
- Secondary Interview/Further Review**
- Recommend for Hire
- Hired

The workflow authority will receive an inbox message requesting the additional secondary interview. To approve, follow the approval chain from the email, or click on "Interview Approved" as seen below.

Laura Syfrett, you have 0 messages. Human Resources ▼ [logout](#)

Postings / ... / [Business Affairs Test 3 \(Posted - External Access\)](#) / [Applicant Review](#) / Laura Syfrett Secondary Interview/Further Review

 **Job application: Laura Syfrett (Faculty/Staff)**
Current Status: Secondary Interview/Further Review
Application form: Application

Full name: Laura Syfrett Address: 2830 Harrison Ave Unit B Panama City, FL 32405	Created by: Laura Syfrett Owner: Committee Chair
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Username: **lsyfrett**
Email: **lsr310@yahoo.com**
Phone (Primary):
Phone (Secondary):
Position Type: **Faculty/Staff**
Department: **Business Affairs**

[Summary](#) | [History](#) | [Reports](#)

Take Action On Job Application ▼

- Keep working on this Job application

WORKFLOW ACTIONS

- Recommend (move to Recommend for Hire)
- Select (move to Interviewed, Not Hired (email at filled))

MOVE DIRECTLY TO...

- Draft
- Human Resources Initial Review
- Under Review by Department/Committee
- Request for Interview
- Interview Approved**
- Recommend for Hire
- Hired