



# GOVS SUITE FACULTY HIRING PROCESS

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Office of Human Resources

# What will be covered in this training:

- Candidate Management
- Phases and States
- Interview Scheduling
- Submitting Feedback as Search Committee Member
- Extend Job Offer
- Onboarding Journey

# CANDIDATE MANAGEMENT

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How to manage candidates who have applied to requisitions.



# Click on My Team

Good afternoon, Glenn Rivers



Me **My Team** Procurement Tools Others

## QUICK ACTIONS

-  Team Activity Center
-  Document Records
-  Document Delivery Preferences
-  Employment Contracts
-  Employment Info
-  Employee Summary

## APPS

-  Team Activity Center
-  Journeys
-  Hiring
-  Performance Overview
-  Career Overview
-  Performance
-  Talent Review
-  New Person
-  Workforce Compensation
-  Workforce Modeling

# Click on Hiring

Good afternoon, Glenn Rivers

Me My Team Procurement Tools Others

## QUICK ACTIONS

-  Team Activity Center
-  Document Records
-  Document Delivery Preferences
-  Employment Contracts
-  Employment Info
-  Employee Summary

## APPS

-  Team Activity Center
-  Journeys
-  Hiring
-  Performance Overview
-  Career Overview
-  Performance
-  Talent Review
-  New Person
-  Workforce Compensation
-  Workforce Modeling



Hiring

# Click on Requisitions

## Recruiting Activity Center

Activities

0

High Priority

Search for activities



Type

Hiring Manager

Recruiter

Priority

Filters

0 items

Dismiss

Activity

Type

Candidate

Requisition

Recruiter

Hiring  
Manager

Date

Priority

Actions

No data to display.



# Choose appropriate Requisition

## Job Requisitions

Search by requisition title, number, or description



Phase State Hiring Manager Recruiter Hiring Team Role Location Filters

3 results

+ Create



Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects	Hiring Manager	Recruiter	Location	Actions
Paint Specialist	143	Open - Posted	Open	Posted	2	2	0	Glenn Rivers	Fonda Fields	Clarksville, TN, I	...
Paint Specialist	140	Draft - In Progress	Draft	In Progress	0	0	0	Glenn Rivers	Fonda Fields	Clarksville, TN, I	...
Paint Specialist	139	Draft - In Progress	Draft	In Progress	0	0	0	Glenn Rivers	Fonda Fields	Clarksville, TN, I	...



# Applications can be found here

## < Classification and Compensation Analyst

137



Send Message to Team

- Overview
- Details
- Job Formatting
- Interviews
- Posting
- Messages
- Feedback
- Progress

### Activity overview

New - To be Reviewed  
4



Active Applications  
4

Hires Out of 1  
1

Unconfirmed Applications  
0

Referred Prospects  
0

# Click on New – To be Reviewed to see new applications

## < Classification and Compensation Analyst

137



Send Message to Team

Overview Details Job Formatting Interviews Posting Messages Feedback Progress

### Activity overview

New - To be Reviewed  
4



Active Applications  
4

Hires Out of 1  
1

Unconfirmed Applications  
0

Referred Prospects  
0

Any internal applicants will have a symbol in the pool that lets you know they are an internal candidate

## < Classification and Compensation Analyst (137) Staff

Job Applications

Keywords



Phase New X

State To be Reviewed X

Employer

Position

Filters

Clear (2)



View  
Summary

3 items

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Experience	Rank
<input type="checkbox"/>	Rayburn, Victoria	<a href="#">Resume</a>	New, To be Reviewed	Master of Education		
<input checked="" type="checkbox"/>	654			Bachelor of Science, Austin Peay State University		...
<input type="checkbox"/>	Clarksville, TN, US	Internal Candidate		Associate of Science, Austin Peay State University		

# New Job Applications. Click on name to see details.

< Paint Specialist (143)

Job Applications

Keywords  Show Filters | Phase New X State To be Reviewed X

Actions  Advanced (0) View Summary Sort By Create Date - New to

Candidate	Details	Status	Education	Experience
<input type="checkbox"/> <b>Leslie, Lisa</b> 20005 Clarksville, TN, US	Resume	New, To be Reviewed		...
<input type="checkbox"/> <b>Bird, Sue</b> 20002 Clarksville, TN, US	Resume	New, To be Reviewed		...



# Candidate details

The screenshot shows a mobile application interface for candidate details. On the left is a profile card for Michael Jordan, and on the right is a detailed view with tabs for 'Details', 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. The 'Details' tab is active, showing a 'Key info' section with a placeholder message and a 'Candidate attachments' section with one document attached.

**External** ...

**MJ**

**Michael Jordan**  
Coach, NBA

Requisition  
Classification and  
Compensation Analyst, 137

Status  
New - To be Reviewed

Applied On  
8/27/2025

Last Contacted  
21 days ago, Sent E-Mail

Email  
mjnba@yopmail.com

**Details** Screening Messages Activity Progress Interviews Feedback

**Key info**

After info is available, you can see it here.

**Candidate attachments**

	Resume FCAM schedule August 2025 JJW 144.72 KB	Last updated by anonymous on 8/27/2025		
--	--	--	--	--

# PHASES AND STATES

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The different phases and states candidates move through.



# Candidate Phases and States

## Phase

- **New**

## States

- **To be reviewed** (This is the default state that candidates are in after they have applied)
- **Reviewed** (The search committee has looked at this person)
- **Rejected by Employer** (The search committee has decided not to move forward with this candidate)
- **Withdrawn by Candidate** (The candidate has withdrawn)

## Phase

- **Interview and Selection**

## States

- **Selected for Initial Interview**
- **Selected for Final Interview**
- **Recommend for Hire (OIC Review)**
- **Hiring Manager Extends Verbal Offer (OIC Approved)**
- **Ready for HR Processing**

Move Candidate for all phases and states in hiring process. Click the 3 dots.

The screenshot displays a candidate profile for Lisa Leslie. On the left, a sidebar contains the following information:

- External
- LL
- Lisa Leslie**
- Requisition: Paint Specialist, 143
- Status: Offer - Approved
- Applied On: 9/5/2025
- Last Contacted: Not contacted yet
- Email: lisaleslie@yopmail.com
- Phone Number: 1-931-221-7013
- Location

The main content area has tabs for Details, Screening, Messages, Activity, Progress, Interviews, and Feedback. The 'Details' tab is active, showing:

- Key info**: After info is available, you can see it here.
- Candidate attachments**:
  - Resume: Lisa Leslie Resume.docx (13.02 KB), Last updated by anonymous on 9/5/2025
  - Cover Letter: Lisa Leslie Cover Letter.docx (13.04 KB), Last updated by anonymous on 9/5/2025

A vertical arrow points to a three-dot menu icon in the top right corner of the sidebar.

# Click on Move Application

The screenshot displays the GOVS SUITE interface. On the left, a candidate profile for Lisa Leslie is shown with the following details:

- External
- Initials: LL
- Name: Lisa Leslie
- Requisition: Paint Specialist, 143
- Status: Offer - Approved
- Applied On: 9/5/2025
- Last Contacted: Not contacted yet
- Email: lisaleslie@yopmail.com
- Phone Number: 1-931-221-7013
- Location:

A dropdown menu is open over the profile, listing various actions. The 'Move Application' option is highlighted at the top of the menu. Other options include:

- Add to Favorites
- Rank Application
- Add to Requisition
- Add to Candidate Pool
- Save Application as PDF
- Add Tags
- Send Message to Team
- Request More Info
- Check Duplicates
- Send Interview Invite
- Collect Feedback
- Extend Offer
- Cancel Offer
- Change Start Date

The main content area shows a navigation bar with 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. Below this, there is a section for 'Attachments' with the following items:

Attachment Name	File Type	Size	Last Updated	Download	View
Resume	docx	13.02 KB	Last updated by anonymous on 9/5/2025	Download icon	View icon
Cover Letter	docx	13.04 KB	Last updated by anonymous on 9/5/2025	Download icon	View icon

# Choose appropriate Phase. Example: Interview & Selection

**Move application**

Phase  State  Required

- New
- Interview and Selection
- Offer



Choose appropriate State. Example: Selected for Initial Interview.

**Move application**

Phase  
Interview and Selection

State

Selected for Initial Interview

Selected for Final Interview

Recommend for Hire (OIC Review)

Hiring Manager Extends Verbal Offer (OIC Approved)

Ready for HR Processing

Comment

Cancel Move

# Add comment. Click Move.

## Move application

Phase  
Interview and Selection

State  
Selected for Final Interview

Comment



Cancel

Move

# Candidate's status is updated

**External** ...

## SB

### Sue Bird

Requisition  
Paint Specialist, 143

Status  
Interview and Selection -  
Selected for Initial Interview

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

Email  
suebird@yopmail.com

Phone Number  
1-931-221-7177

**Details** Screening Messages Activity Progress Interviews Feedback

#### Key info

After info is available, you can see it here.

#### Candidate attachments

	Resume Sue Bird Resume.docx 12.99 KB	Last updated by anonymous on 9/5/2025		
	Cover Letter Sue Bird Cover Letter.docx 13.03 KB	Last updated by anonymous on 9/5/2025		

Candidate's status can be returned to prior status if updated in error.

External

SB

**Sue Bird**

Requisition  
Paint Specialist, 143

- Move Application
- Add to Favorites
- Rank Application
- Move Back a Phase ←
- Move Back a State
- Add to Requisition
- Add to Candidate Pool
- Save Application as PDF
- Add Tags

Screening Messages Activity Progress Interviews Feedback

Info is available, you can see it here.

To move multiple candidates at once, click on the number to see your applicant list.

Overview Details Job Formatting Interviews Posting Messages Feedback Progress

### Activity overview

New - To be Reviewed  
4



Active Applications  
4

Hires Out of 1  
1

Unconfirmed Applications  
0

Referred Prospects  
0

It will display all of the applicants. Check the boxes by the names of the people you would like to move.

## < Classification and Compensation Analyst (137) Staff

Job Applications

Keywords

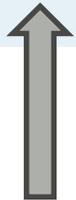
Phase New  State To be Reviewed  Employer Position Filters Clear (2)

 View Summary

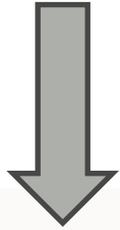
4 items

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Experience	Assessment	Rank
<input checked="" type="checkbox"/> <input type="checkbox"/>	Swift, Taylor 27002		New, To be Reviewed				...
<input checked="" type="checkbox"/> <input type="checkbox"/>	Rayburn, Victoria 654 Clarksville, TN, US	Resume <input type="text"/>	New, To be Reviewed	Master of Education Bachelor of Science, Austin Peay State University Associate of Science, Austin Peay State University			...



# Click Move Application



4 items

Move Application

Add to Requisition

Add to Candidate Pool

More Actions ▼

Sort By Application Submitted, New to Old ▼

Favorite	Candidate	Details	Status	Education	Experience	Assessment	Rank
<input checked="" type="checkbox"/> <span>☆</span>	<a href="#">Swift, Taylor</a> 27002		New, To be Reviewed				...
<input checked="" type="checkbox"/> <span>☆</span>	<a href="#">Rayburn, Victoria</a> 654 Clarksville, TN, US	<a href="#">Resume</a> 	New, To be Reviewed	Master of Education Bachelor of Science, Austin Peay State University Associate of Science, Austin Peay State University			...

# Choose what Phase and State you want to move them to.

**Move application**  
2 candidates

Phase  Required

State  Required

Comment



After selecting your phase and state, click move.

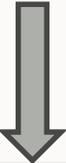
**Move application**  
2 candidates

Phase  
New

State  
Reviewed

Comment





Cancel Move

# The candidates will now display the new status.

## < Classification and Compensation Analyst (137) Staff

Job Applications

Keywords



Phase State Employer Position Filters



View Summary

4 items

Move Application

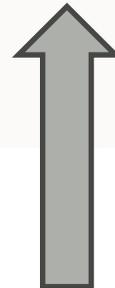
Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Experience	Assessment	Rank
<input type="checkbox"/> ☆	<a href="#">Swift, Taylor</a> 27002		New, Reviewed				...
<input type="checkbox"/> ☆	<a href="#">Rayburn, Victoria</a> 654 Clarksville, TN, US	<a href="#">Resume</a> 	New, Reviewed	Master of Education Bachelor of Science, Austin Peay State University Associate of Science, Austin Peay State University			...



# INTERVIEW SCHEDULING

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How to schedule interviews through Govs Suite.



# Click on applicant name

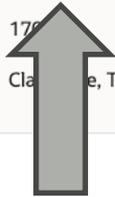
< **Classification and Compensation Analyst (137)** Staff  
Job Applications

Keywords

Phase New  State To be Reviewed  Employer Position Filters Clear (2)

2 items Move Application Add to Requisition Add to Candidate Pool More Actions View Summary Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Experience	Assessment	Rank
<input type="checkbox"/> ☆	<a href="#">Jordan, Michael</a> 177 Clarksville, TN, US	<a href="#">Resume</a>	New, To be Reviewed Prescreening score: 0 out of 0	Master of Business Administration	Coach, NBA, 1/1/2005 - 8/31/2025		...



# Click on interviews

The screenshot shows a candidate profile for Michael Jordan. On the left is a sidebar with personal and contact information. On the right is a main content area with tabs for 'Details', 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. A large grey arrow points to the 'Interviews' tab. Below the tabs are sections for 'Key info', 'Candidate attachments', and 'Degrees'.

**External** ...

**MJ**

**Michael Jordan**  
Coach, NBA

Requisition  
Classification and  
Compensation Analyst, 137

Status  
New - To be Reviewed

Applied On  
8/27/2025

Last Contacted  
Today, Sent E-Mail

Email  
mjnba@yopmail.com

Phone Number  
1-931-221-7177

Location  
Clarksville, TN, US

Candidate Number  
17003

**Details** Screening Messages Activity Progress **Interviews** Feedback

**Key info**

After info is available, you can see it here.

**Candidate attachments**

Attachment	Details	Actions
Resume FCAM schedule August 2025 JJW 144.72 KB	Last updated by anonymous on 8/27/2025	

**Degrees**

- Master of Business Administration**

# Click the plus symbol

The screenshot displays a mobile application interface. On the left is a candidate profile for Michael Jordan, an external coach for the NBA. The profile includes his initials 'MJ', name, title, and various details such as requisition information, status, application date, contact information, and location. On the right is a navigation menu with options: Details, Screening, Messages, Activity, Progress, Interviews (selected), and Feedback. Below the navigation is an 'Interviews' section with a plus sign in the top right corner. A large grey arrow points upwards to this plus sign. Below the plus sign, the text reads: 'After interviews are added, you can see them here.'

# Select interview schedule, meeting time and format



Create Interview

Michael Jordan (17003), 137

Save and Close

Cancel

## Interview Details

### Requisition

Classification and Compensation Analyst (137)

### Candidate

Michael Jordan (17003)

### \*Schedule Title

### \*Start Date and Time

(UTC-06:00) Chicago...

### \*End Date and Time

(UTC-06:00) Chicago...

### Format

## Interviewers

Add Another Interviewer

## Notes to Candidate

Notes to Candidate

2

**B I U**  $S_2$   $S^2$   $\leftrightarrow$



# Format can be in person, phone or web conference



Create Interview

Michael Jordan (17003), 137

Save and Close

Cancel

### Interview Details

**Requisition**  
Classification and Compensation Analyst (137)

**Candidate**  
Michael Jordan (17003)

**\*Schedule Title**  
APSU Interview Schedul ▾

**\*Start Date and Time**  
8/28/2025 3:30 PM 🕒 (UTC-06:00) Chicago...

**\*End Date and Time**  
8/28/2025 4:30 PM 🕒 (UTC-06:00) Chicago...

**Format**

Select a value ▾

- Select a value
- In Person
- Phone
- Web Conference



# Add interviewers



## Create Interview

Michael Jordan (17003), 137

Save and Close

Cancel

**Requisition**  
Classification and Compensation Analyst (137)

**Candidate**  
Michael Jordan (17003)

**\*Schedule Title**  
APSU Interview Schedul

**\*Start Date and Time**  
8/28/2025 3:30 PM (UTC-06:00) Chicago...

**\*End Date and Time**  
8/28/2025 4:30 PM (UTC-06:00) Chicago...

**Format**  
In Person

**Address**  
Main Campus

**Location Details**  
Browning, Room 007

### Interviewers

[Add Another Interviewer](#)

Victoria Rayburn



Anthony Roark



### Notes to Candidate



Notes to Candidate

Helvetica 2

B I U S<sub>2</sub> S<sup>2</sup> & [Rich Text Editor Icons]

[Text Area for Notes to Candidate]



# Add any notes if needed, then save and close



## Create Interview

Michael Jordan (17003), 137

Save and Close

Cancel

### Add Another Interviewer

Victoria Rayburn



Anthony Roark



### Notes to Candidate



#### Notes to Candidate

Helvetica 2

**B** *I* U S<sub>2</sub> S<sup>2</sup> S

Please bring your resume and wear comfy shoes!



# The interviewers will get an email with the details

Hello,

Here are the details of the interview that has been scheduled with Michael Jordan:

Date and Time: 8/28/2025 3:30 PM Central Daylight Time  
Requisition: Classification and Compensation Analyst - 137  
Interview type: In Person  
Interviewer: Anthony Roark, Victoria Rayburn

Location: 601 College Street, Clarksville, TN 37044, Montgomery, United States  
Browning, Room 007

Thank you.

Click the [calendar](#) link to download an attachment that you can add to your calendar.

# The interview will now show in the interview tab

The screenshot displays a recruitment system interface. On the left is a candidate profile for Michael Jordan, and on the right is a detailed view of an interview schedule. A grey arrow points to the 'Interviews' tab in the top navigation bar.

**External** ...

**MJ**

**Michael Jordan**  
Coach, NBA

Requisition  
Classification and  
Compensation Analyst, 137

Status  
New - To be Reviewed

Applied On  
8/27/2025

Last Contacted  
Today, Sent E-Mail

Details Screening Messages Activity Progress **Interviews** Feedback

**Interviews** +

APSU Interview Schedule (HM)

Start Date and Time  
8/28/2025 3:30 PM

End Date and Time  
8/28/2025 4:30 PM

Schedule Type  
Hiring Team Managed

Format  
In Person

Scheduled

Interviewers  
Victoria Rayburn, Anthony Roark

# SUBMITTING FEEDBACK

---

How search committee members submit feedback through Govs Suite.



# Click on applicant name

## < Classification and Compensation Analyst (137) Staff

Job Applications

Keywords



Phase New ×

State To be Reviewed ×

Employer

Position

Filters

Clear (2)



View Summary ▾

2 items

Move Application

Add to Requisition

Add to Candidate Pool

More Actions ▾

Sort By Application Submitted, New to Old ▾

Favorite

Candidate

Details

Status

Education

Experience

Rank

[Jordan, Michael](#)

[Resume](#)

New, To be Reviewed

Master of Business Administration

Coach, NBA, 1/1/2005 - 8/31/2025



17003

Clarksville US

Prescreening score: 0 out of 0

8/28/2025



# Click on the 3 dots

External

MJ

**Michael Jordan**  
Coach, NBA

Requisition  
Classification and  
Compensation Analyst, 137

Status  
New - To be Reviewed

Applied On  
8/27/2025

Last Contacted  
Today, Sent E-Mail

Email  
mjnba@yopmail.com

Phone Number  
1-931-221-7177

More Actions

Details Screening Messages Activity Progress Interviews Feedback

**Key info**

After info is available, you can see it here.

**Candidate attachments**

	Resume FCAM schedule August 2025 JJW 144.72 KB	Last updated by anonymous on 8/27/2025		
--	--	--	--	--

**Degrees**

# Click Collect Feedback

The screenshot shows a user interface for managing job applications. On the left is a candidate profile for Michael Jordan, Coach, NBA. The main area has tabs for Details, Screening, Messages, Activity, Progress, Interviews, and Feedback. A dropdown menu is open over the 'Details' tab, listing various actions. The 'Collect Feedback' option at the bottom of the menu is highlighted in grey, and a large grey arrow points to it from the right.

External

MJ

**Michael Jordan**  
Coach, NBA

Requisition  
Classification and  
Compensation Analyst, 137

Status  
New - To be Reviewed

Applied On  
8/27/2025

Last Contacted  
Today, Sent E-Mail

Email  
mjnba@yopmail.com

Phone Number  
1-931-221-7177

Details Screening Messages Activity Progress Interviews Feedback

- Move Application
- Add to Favorites
- Move Back a Phase
- Move Back a State
- Add to Requisition
- Add to Candidate Pool
- Save Application as PDF
- Add Tags
- Send Message to Team
- Send Interview Invite
- Collect Feedback**

fo is available, you can see it here.

**Attachments**

Resume  
FCAM schedule August 2025 JJW  
144.72 KB

Last updated by anonymous on 8/27/2025

# Click continue

Collect Feedback

Submit

Cancel

1 Candidates

Michael Jordan (17003)

Continue

2 Select Respondents

3 Select Interview Questionnaire

4 Include Documents

5 Request Details



# Select Respondents

① Candidates

 Edit

② Select Respondents

Add Respondent

Select a value 

-  Victoria Rayburn  
Director
-  JaCenda Robinson  
Chief Human Resources Officer
-  Fonda Fields  
Director, Human Resources

Continue

③ Select Interview Questionnaire

# Select the interview feedback questionnaire

① Candidates

 Edit

② Select Respondents

 Edit

③ Select Interview Questionnaire

Add Questionnaire

Select a value 

Interview Feedback Questionnaire

Questionnaire Code  
IVF\_QUE

Folder  
Interview Feedback

Continue

④ Include Documents

# Select what candidate documents to include

① Candidates

 Edit

② Select Respondents

 Edit

③ Select Interview Questionnaire

 Edit

④ Include Documents

- Include Resume
- Include Cover Letter
- Include Miscellaneous Attachments
- Include Internal Documents

Continue

⑤ Request Details

# Select expiration date and include any notes if needed

① Candidates	 Edit
② Select Respondents	 Edit
③ Select Interview Questionnaire	 Edit
④ Include Documents	 Edit
<b>⑤ Request Details</b>	
<p><b>*Expiration Date</b></p> <input type="text" value="9/10/2025 3:55 PM"/> 	<p><b>Note to Respondents</b></p> <input type="text" value="Please complete at your earliest convenience!"/>
<p><b>Request Rating from Respondent</b></p> <input type="checkbox"/>	

# Search committee members will receive email letting them know feedback has been requested

Hello Victoria Rayburn,

You've been asked to provide feedback. Here are the details:

Job Requisition: Classification and Compensation Analyst - 137

Candidate: Michael Jordan

Interview Questionnaire: Interview Feedback Questionnaire Expiration Date: 9/10/2025 3:55 PM America/Chicago

[Provide your feedback](#)

Thank you.

# Interview Feedback page

## Interview Feedback

Save and Close

Submit

Cancel

### General Information



**Candidate**  
Michael Jordan

**Requisition Title**  
Classification and Compensation Analyst(137)

### Note

Please complete at your earliest convenience!

### Attachments

 FCAM schedule August 2025 JJW 5-8.docx (144.72 KB) 

By anonymous on 8/27/2025

### Interviewer Responses

Briefly note topics discussed, questions asked, and answers received



# Enter in feedback

## Interviewer Responses

---

**Briefly note topics discussed, questions asked, and answers received**

We talked about basketball in great detail. He had great answers.

**Applicants Strong Points**

Jump shots, dunking, defense.

**Applicants Weak Points**

Golf.

**Overall Evaluation**

Acceptable Candidate

# Click submit

Save and Close

Submit

Cancel

## Attachments

FCAM schedule August 2025 JJW 5-8.docx (144.72 KB) 

By anonymous on 8/27/2025

## Interviewer Responses

**Briefly note topics discussed, questions asked, and answers received**

We talked about basketball in great detail. He had great answers.

**Applicants Strong Points**

Jump shots, dunking, defense.

**Applicants Weak Points**

Golf.

**Overall Evaluation**

Acceptable Candidate 



# Click yes

## Interviewer Responses

Briefly note topics discussed, questions asked

We talked about basketball in great detail. He

Applicants Strong Points

Jump shots, dunking, defense.

Applicants Weak Points

Golf.

Overall Evaluation

Acceptable Candidate

### Warning

You're about to submit your responses. You won't be able to edit your responses once submitted. Do you want to continue?

Yes

No

# Feedback Requester will receive email that feedback has been submitted

Hello Victoria Rayburn,

Feedback was provided and is ready for your review. Here are the details:

Job Requisition: Classification and Compensation Analyst - 137

Candidate: Michael Jordan

Interview Questionnaire: Interview Feedback Questionnaire

Respondent: Victoria Rayburn

[Review the feedback](#)

Thank you.

# On the applicant's page – click on feedback

The screenshot shows a user interface for an applicant's profile. On the left is a sidebar with the applicant's name, 'Michael Jordan', and various details. The main content area has a navigation bar with tabs: 'Details', 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. The 'Feedback' tab is selected and highlighted with a grey arrow pointing upwards. Below the navigation bar, there are two sections: 'Overview' and 'Feedback requests'. The 'Overview' section contains the text 'Interview Feedback Questionnaire (IVF\_QUE)', '1 out of 1 requests completed', and 'Average Rating'. The 'Feedback requests' section has a filter bar with buttons for 'All', 'Canceled', 'Completed', 'Expired', 'Requested', and 'Saved'. Below the filter bar, there is another 'Interview Feedback Questionnaire (IVF\_QUE)' section with '1 out of 1 requests completed' and 'Average Rating'. At the bottom of this section is a table with the following data:

Respondent	Status	Score	Rating	Completion Date	Expiration Date	Actions
Victoria Rayb...	Completed			8/27/2025	9/10/2025	...

You can then see all of the feedback that has been submitted thus far

The screenshot displays a recruitment software interface. On the left, a candidate profile for Michael Jordan is shown, including contact information and application status. The main area is split into two panels: a 'Details' panel on the left and a 'Feedback' panel on the right. The 'Feedback' panel shows a specific feedback entry from Victoria Rayburn, including the questionnaire name, request and completion dates, and the respondent's comments on the candidate's performance.

**SUITE**

External

MJ

**Michael Jordan**  
Coach, NBA

Requisition  
Classification and  
Compensation Analyst, 137

Status  
New - To be Reviewed

Applied On  
8/27/2025

Last Contacted  
Today, Sent E-Mail

Email  
mjnba@yopmail.com

Phone Number  
1-931-221-7177

Location  
Clarksville, TN, US

Candidate Number  
17003

Details Screening Messa

**Feedback from Victoria Rayburn**

Questionnaire  
Interview Feedback Questionnaire (IVF\_QUE)

Request Date  
8/27/2025 4:01 PM

Completion Date  
8/27/2025 4:11 PM

**Respondent feedback**

Rating

**Briefly note topics discussed, questions asked, and answers received**

We talked about basketball in great detail. He had great answers.

**Applicants Strong Points**

Jump shots, dunking, defense.

**Applicants Weak Points**

Golf.

**Overall Evaluation**

Acceptable Candidate

Activity Center Requisitions Offers Candidate Search Pools Campaigns

# EXTEND JOB OFFER

---

Request to hire an applicant.

# Attach reference checks to candidate's activity page

The screenshot shows a mobile application interface for a candidate's profile. On the left is a sidebar with the candidate's name, 'Lisa Leslie', and her current status: 'Interview and Selection - Hiring Manager Extends Verbal Offer (OIC Approved)'. The main content area is titled 'Hiring' and shows a message: 'We couldn't find any matching job applications or prospect records. Try selecting a different time range.' Above this message are four filter buttons: 'Past 3 Months', 'Past 6 Months', 'Past Year', and 'All'. The top navigation bar includes tabs for 'Details', 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. The 'Activity' tab is currently selected.

# Under Activity tab, go to Internal Attachments

The screenshot displays a mobile application interface. On the left is a candidate profile for Lisa Leslie, an external applicant for a Paint Specialist position. The right side of the screen shows the 'Interactions' and 'Internal attachments' sections, both of which are currently empty and contain placeholder text.

**External** ...

LL

**Lisa Leslie**

Requisition  
Paint Specialist, 143

Status  
Interview and Selection - Hiring  
Manager Extends Verbal Offer  
(OIC Approved)

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

Email  
lisaleslie@yopmail.com

**Interactions** +

Job Application All Interactions Hiring Team Agent

After interactions are added, you can see them here.

**Internal attachments** ✎

After attachments are added, you can see them here.

# Click the pencil icon

The screenshot shows a mobile application interface with a dark header bar containing navigation arrows. On the left is a candidate profile card for Lisa Leslie, an external candidate. The main content area is divided into two sections: 'Interactions' and 'Internal attachments'. The 'Interactions' section has a '+' icon in the top right and a filter bar with buttons for 'Job Application', 'All Interactions', 'Hiring Team', and 'Agent'. Below the filter bar is a horizontal line and the text 'After interactions are added, you can see them here.' The 'Internal attachments' section has a pencil icon in the top right and the text 'After attachments are added, you can see them here.'

External

LL

**Lisa Leslie**

Requisition  
Paint Specialist, 143

Status  
Interview and Selection - Hiring  
Manager Extends Verbal Offer  
(OIC Approved)

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

Email  
lisaleslie@yopmail.com

**Interactions** +

Job Application All Interactions Hiring Team Agent

After interactions are added, you can see them here.

**Internal attachments** ✎

After attachments are added, you can see them here.

# Attach your documents and click save

LL

## Lisa Leslie

Requisition  
Paint Specialist, 143

Status  
Interview and Selection - Hiring  
Manager Extends Verbal Offer  
(OIC Approved)

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

Email  
lisaleslie@yopmail.com

Phone Number  
1 031 221 7017

After interactions are added, you can see them here.

### Internal attachments

#### Drag and Drop

Select or drop files here.

URL

Add URL

Cancel

Save

# In Application, Click Move Application

The screenshot displays the GOVS SUITE interface. On the left, a candidate profile for Sue Bird is shown with details such as 'Requisition: Paint Specialist, 143', 'Status: Interview and Selection - Selected for Initial Interview', and 'Applied On: 9/5/2025'. A context menu is open over the profile, listing various actions. The 'Move Application' option is highlighted with a grey arrow pointing to it. The background shows a navigation bar with tabs for 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. Below the tabs, there is a section for 'Attachments' with a file named 'Sue Bird Resume.docx' (12.99 KB) and a note 'Last updated by anonymous on 9/5/2025'.

**GOVS SUITE**

External

**SB**

**Sue Bird**

Requisition  
Paint Specialist, 143

Status  
Interview and Selection -  
Selected for Initial Interview

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

- Move Application
- Add to Favorites
- Rank Application
- Move Back a Phase
- Move Back a State
- Add to Requisition
- Add to Candidate Pool
- Save Application as PDF
- Add Tags
- Send Message to Team
- Request More Info
- Check Duplicates
- Send Interview Invite

Screening Messages Activity Progress Interviews Feedback

Info is available, you can see it here.

**Attachments**

Resume  
Sue Bird Resume.docx  
12.99 KB

Last updated by anonymous on 9/5/2025

Choose Interview & Selection as Phase and Recommend for Hire (OIC Review) as the State. Click Move.

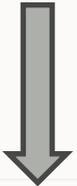
**Move application**

Phase  
Interview and Selection

State  
Recommend for Hire (OIC Review)

Comment





Cancel Move

Department Chair will receive notification once OIC approves.  
Extends verbal offer.

The screenshot displays a recruitment system interface. On the left is a candidate profile card for Sue Bird, an external applicant for a Paint Specialist position. Her status is 'Interview and Selection - Hiring Manager Extends Verbal Offer (OIC Approved)'. A grey arrow points from this status to the activity log on the right. The activity log is under the 'Activity' tab and shows a 'Hiring' event with a message: 'We couldn't find any matching job applications or prospect records. Try selecting a different time range.' The interface includes navigation tabs for Details, Screening, Messages, Activity, Progress, Interviews, and Feedback. A filter menu for the activity log shows options for 'Past 3 Months', 'Past 6 Months', 'Past Year', and 'All'. A 'Candidate pools' section is visible below the activity log.

External

SB

**Sue Bird**

Requisition  
Paint Specialist, 143

Status  
Interview and Selection - Hiring  
Manager Extends Verbal Offer  
(OIC Approved)

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

Details Screening Messages **Activity** Progress Interviews Feedback

**Hiring**

Past 3 Months Past 6 Months Past Year All

We couldn't find any matching job applications or prospect records.  
Try selecting a different time range.

**Candidate pools**

# Navigate to Activity Tab

The screenshot shows a recruitment application profile for Sue Bird. The left sidebar contains personal and contact information. The main content area has a top navigation bar with tabs: Details, Screening, Messages, Activity, Progress, Interviews, and Feedback. The 'Activity' tab is highlighted with a grey arrow. Below the tabs are sections for 'Key info' (with a placeholder message) and 'Candidate attachments' (listing a Resume and Cover Letter).

**External** ...

**SB**

**Sue Bird**

Requisition  
Paint Specialist, 143

Status  
Interview and Selection -  
Selected for Initial Interview

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

Email  
suebird@yopmail.com

Phone Number  
1-931-221-7177

**Details** Screening Messages **Activity** Progress Interviews Feedback

**Key info**

After info is available, you can see it here.

**Candidate attachments**

	Resume Sue Bird Resume.docx 12.99 KB	Last updated by anonymous on 9/5/2025		
	Cover Letter Sue Bird Cover Letter.docx 13.03 KB	Last updated by anonymous on 9/5/2025		

# Scroll down to Extra info for internal use

External

SB

**Sue Bird**

---

Status  
Interview and Selection -  
Selected for Initial Interview

Applied On  
9/5/2025

Last Contacted  
Not contacted yet

Email  
suebird@yopmail.com

Phone Number  
1-931-221-7177

Location  
Clarksville, TN, US

Candidate Number  
20002

Tags  
No tags added yet

[Candidate profile](#)

### Internal attachments

After attachments are added, you can see them here.

### Extra info for internal use

Internal Extra Info Page  
Faculty Hiring Proposal

#### Faculty Hiring Proposal

After info for this context is available, you can see it here.

# Select Faculty Hiring Proposal, Click Plus Symbol

**Extra info for internal use**

Internal Extra Info Page  
Faculty Hiring Proposal

Faculty Hiring Proposal

Staff Hiring Proposal

+

After info for this context is available, you can see it here.

# Enter Hiring Proposal Information and Click Save.

**Extra info for internal use**

Internal Extra Info Page  
Faculty Hiring Proposal

**Faculty Hiring Proposal** +

Start Date  <small>Required</small>	Recommended Starting Salary	Years Towards Tenure <small>Required</small>
Start Up Funds	Moving Allowance	Moving Allowance FOAP
Other Funds	Other Funds FOAP	

Cancel Save

# Click Move Application

The screenshot displays the GOVS SUITE interface. On the left, a candidate profile for Sue Bird is shown with details such as 'External', 'SB', 'Sue Bird', 'Requisition: Paint Specialist, 143', 'Status: Interview and Selection - Selected for Initial Interview', 'Applied On: 9/5/2025', and 'Last Contacted: Not contacted yet'. A context menu is open over the profile, listing various actions. The 'Move Application' option is highlighted, and a grey arrow points from it to the right. The background shows a navigation bar with 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. Below the navigation bar, there are filters for 'Past 3 Months', 'Past 6 Months', 'Past Year', and 'All'. A message states 'I didn't find any matching job applications or prospect records. Try changing a different time range.' Below this, there is a section for 'Candidate pools'.

- Move Application
- Add to Favorites
- Rank Application
- Move Back a Phase
- Move Back a State
- Add to Requisition
- Add to Candidate Pool
- Save Application as PDF
- Add Tags
- Send Message to Team
- Request More Info
- Check Duplicates
- Send Interview Invite

Click on Ready for HR Processing. Click Move. HR will begin processing the hire.

**Move application**

Phase  
Interview and Selection

State  
Ready for HR Processing

Comment

*i*

Cancel Move



The image shows a large, modern brick building with a prominent glass facade. The building is the Austin Peay State University building in Clarksville, Tennessee. The logo for the university is overlaid on the right side of the image. The logo consists of a stylized 'AP' monogram followed by the text 'Austin Peay State University' and 'CLARKSVILLE TENNESSEE' with a small circular emblem containing three stars.

**AP** Austin Peay  
State University  
CLARKSVILLE  TENNESSEE

# ONBOARDING JOURNEY

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# We now have Onboarding Journeys

- An **onboarding journey** in Govs Suite is a structured, personalized experience designed to guide new hires through their first days at APSU.
- Tasks will automatically be assigned to new hires for them to complete.
- Hiring managers/Department Chairs will be able to monitor these tasks and see what tasks their employee has yet to complete.
- Hiring managers/Department Chairs will also be assigned tasks that **they** need to complete to help onboard their new hires.

# Hiring managers can see what employees currently have Journeys open by navigating to the My Team tab and clicking Journeys

Me My Team General Accounting Intercompany Accounting Budgetary Control Procurement My Enterprise >

## QUICK ACTIONS

-  Team Activity Center
-  Document Records
-  Document Delivery Preferences
-  Employment Contracts
-  Employment Info
-  Employee Summary

## APPS

 Team Activity Center	 Journeys	 Hiring	 Performance Overview	 Career Overview
 Performance	 Talent Review	 New Person	 Workforce Compensation	 Workforce Modeling



You will see your team's journeys. Click on My Tasks to see tasks assigned to you.

The screenshot displays the 'Team Journeys' page. At the top, there is a search bar labeled 'Search by person name' and filter buttons for 'Reports Direct Reports', 'Status', and 'Category'. Below the filters, it shows '4 items' and a 'Sort By Relevance' dropdown. The main content area lists four onboarding journeys:

Journey Name	Employee tasks	My tasks	Status
Pre On-boarding Journey Mat Lee 952846 Professor	7 of 7 Completed	0 of 2 Completed	On Boarding
Onboarding Journey Mat Lee 952846 Professor	7 of 7 Completed	0 of 2 Completed	On Boarding <b>Completed</b>
Pre On-boarding Journey Danny Tanner 952904 Visiting Assistant Professor	7 of 7 Completed	0 of 2 Completed	On Boarding
Onboarding Journey Danny Tanner 952904 Visiting Assistant Professor	7 of 7 Completed	0 of 2 Completed	On Boarding <b>Completed</b>

At the bottom of the interface is a navigation bar with the following items: Explore, My Journeys, My Tasks, Team Journeys, and Activity. A large grey arrow points upwards from the bottom center towards the 'My Tasks' tab.

You'll see your required tasks. IT task has link to their website.

The screenshot displays a task management interface with the following elements:

- Header:** "4 items" on the left and "Sort By Relevance" on the right.
- Task Card 1:**
  - Title:** Complete IT Onboarding Ticket
  - Assignee:** Mat Lee - 952846
  - Category:** Pre On-boarding Journey
  - Status:** Required
  - Description:** "Using the first part of your APSU email address before the @ symbol, log into GOVSTECH New Employee Onboarding. On the top right select Request Service, and complete all required fields. This ticket request ensures employees workstation and technology needs are setup prior to their start date. You will be able to:"
    - Identify workstation/office location for computer and phone setup.
    - Identify access needed to shared drives
    - Identify access needed to shared email account and/or calendar
    - Identify software needs
  - Action:** "Go to website" (highlighted by a grey arrow)
  - Buttons:** "Done" and "Not Applicable"
  - Contact Info:** "OT Initiator ORCRecruiter Tester30"
- Task Card 2:** Review Manager Onboarding Checklist (Assignee: Mat Lee - 952846)
- Task Card 3:** (Assignee: Danny Tenner - 052004)
- Footer:** "Explore My Journeys My Tasks Team Journeys Activity"

# You'll see your required tasks. Click Done when finished.

□ **Complete IT Onboarding Ticket** Mat Lee - 952846 Pre On-boarding Journey Required ...

□ **Review Manager Onboarding Checklist** Mat Lee - 952846 Pre On-boarding Journey Required ...

We strive to create a positive working experience where faculty/staff are informed, engaged, and have strong working relationships with their manager/supervisor and colleagues. The foundation for this environment can be created through effective onboarding.

As a manager/supervisor, it is important you adequately plan the essential activities for your new employee's first day (and weeks) by coordinating and/or scheduling critical appointments and meetings. A great deal of the work necessary to successfully onboard a new employee is done before the employee's first day. Please review and complete the **required** actions listed on the attached **Manager Onboarding Checklist**.

Implementing an effective onboarding process helps managers/supervisors to:

- Create an engaging environment
- Coordinate with department staff to arrange workplace
- Connect employees to colleagues
- Clarify your expectations up front
- Conduct regular "one-on-one" meetings
- Provide coaching and feedback
- Set departmental, unit and job-related context
- Inform employees about institutional, departmental goals, and culture
- If you have any questions about onboarding, please feel free to contact a member of the APSU HR team.

**Done** Not Applicable

re My Journey **My Tasks** Team Journeys Activity

# Major Changes

- **OIC will no longer approve interviews.** You will mark a candidate as "selected for initial interview" or "selected for final interview," and then you have the go-ahead to schedule those interviews.
- **OIC will only approve the final candidate** and review the feedback from your search committee.
- **The hiring proposal process is no longer a workflow in the system** – those discussions need to happen outside of the system and then the information needs to be put in before moving the applicant to "Ready for HR Processing".
- Department chairs can now see **Onboarding Journeys** for their new hires to see where they are at in the Onboarding process.



# QUESTIONS?

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Thank you for your time, please let us know if you have any questions about our new hiring processes!