

GOVS SUITE STAFF & FACULTY HIRING TRAINING

Office of Human Resources

The staff hiring process and faculty hiring process are the same.

- Hiring manager role on these slides does not only apply to staff positions but is also what a **department chair** will be considered in Govs Suite for faculty positions.
- All search committee members will need to be sure to complete the Search Committee Confidentiality Agreement form from the Office of Institutional Culture before accessing applications in Govs Suite.

What will be covered in this training:

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

INITIATING REQUISITIONS

How to initiate a new requisition in Govs Suite.

Hiring Manager Initiates Requisition - log in to Govs Suite, then click on My Team

Good afternoon, Glenn Rivers

- 1
- Me

My Team

Procurement

Tools

Others

QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center

APPS

-  Connections
-  Journeys
-  Onboarding
-  Pay
-  Time and Absences
-  Career and Performance
-  Personal Information
-  My Activity Center
-  Time
-  Benefits

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

Hiring



Performance Overview



Career Overview



Performance



Talent Review



New Person



Workforce Compensation



Workforce Modeling

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.

1

Click Create

Job Requisitions

Search by requisition title, number, or description



Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator



Location

Filters

Clear (1)

1

+ Create



Requisition
Title



Requisition
Number



Requisition
Status



Phase



State



New
Applications



Applications



Prospects



Hiring
Manager



Recruiter

Actions

After requisitions are created, you can see them here.



Activity Center



Requisitions



Offers



Pools

In the Create Requisition Using dropdown, select Position, then click Continue

New Job Requisition

How to start

Requisition Type
Standard

Create Requisition Using

Template

1

Position

Job

Existing Requisition

Blank Requisition

Cancel

Continue

Submit

1 | 10

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

After you select Position in the Create Requisition Using drop-down, 2 new drop-downs will appear for Business Unit and Position. The Business Unit will default to University – you will need to enter the position number and click continue

New Job Requisition

How to start

Requisition Type
Standard

Business Unit
University

Create Requisition Using
Position

1

Position
656010

Name	Code	Job	Department
Painter	656010	Painter	304007-Building Maintenance

2

Continue

Submit

Cancel

1 | 10

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

You can edit the Requisition Title and Number of Openings, then click continue

New Job Requisition

Basic info

Requisition Type
Standard

Requisition Title
Painter

Position
Painter (656010)

Business Justification

Languages

American English (Default) x

Opening Type

☒ Limited

Number of Openings
1

☐ Unlimited

Last updated 5 minutes ago

Cancel

Continue

Submit

2 | 10

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

You will need to add the hiring team. Enter the Hiring Manager's name, Recruiter's Name, and add any Collaborators.
The recruiter should be Fonda Fields for staff positions and Victoria Rayburn for faculty positions.

New Job Requisition

Hiring team

1

Hiring Manager

Required

2

Recruiter

Required

3

Collaborator Type

Last updated 16 minutes ago

Cancel

Continue

Submit

3 | 10

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Here is a list of collaborator types – HR will handle adding other types but you need to be sure to add your Search Committee Chair and Search Committee Members

New Job Requisition

Hiring team

Hiring Manager
Victoria Rayburn

Recruiter
Fonda Fields

Collaborator Type

Collaborator

HRBP

OIC

Search Committee Chair

Search Committee Member

Last updated 21 minutes ago

Cancel

Continue

Submit

3 | 10

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Once you have added all collaborators, click continue

Hiring team

Hiring Manager
Victoria Rayburn

Recruiter
Fonda Fields

Collaborator Type

Search Committee Member

+ Add



Robert Lane

Human Resources Business Partner



Search Committee Chair

+ Add



Correy Emmert

Human Resources Business Partner



Last updated 24 minutes ago

Cancel

Continue

Submit

3 | 10

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Interview questionnaires

Choose the appropriate recruiting type

New Job Requisition

Requisition structure

1

Recruiting Type

Contingent

Faculty

Others

Staff

Organization

Job Function

Other Locations

Last updated 1 minute ago

Cancel

Save and Close

Continue

Submit

4 | 10

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Interview questionnaires

Under Organization, select Austin Peay State University

New Job Requisition

Requisition structure

Recruiting Type
Staff

Job Family
Facilities Maintenance, Planning, Engineering,

Primary Location

Organization

Name

1

Type

Austin Peay State University

Legal Employer, Payroll Statutory Unit

Other Locations

Last updated 2 minutes ago

Cancel

Save and Close

Continue

Submit

4 | 10

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Interview questionnaires

Select the Primary Location for the position, then click Continue

New Job Requisition

Requisition structure

Recruiting Type Staff	Organization Austin Peay State University
Job Family Facilities Maintenance, Planning, Engineering,	Job Function
1 Primary Location	Other Locations
United States TN, United States Clarksville, TN, United States	

Last updated 3 minutes ago

Cancel Save and Close **2** Continue Submit

4 | 10

Basic info



Hiring team



Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Interview questionnaires

Under Worker Type, select Employee

New Job Requisition

Details

1

Worker Type

Contingent worker

Employee

Regular or Temporary

Regular

Grant Funded

Updated just now

Cancel

Save and Close

Continue

Submit

5 | 10

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Interview questionnaires

The Regular or Temporary drop-down and the Full Time or Part Time drop-down will auto-populate. You just need to select yes or no to answer if the position is Grant Funded. Then click Continue

New Job Requisition

Details

Worker Type
Employee

Full Time or Part Time
Full time

Regular or Temporary
Regular

Grant Funded

No

Yes

Last updated 1 minute ago

Cancel

Save and Close

Continue

Submit

5 | 10

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Interview questionnaires

You will need to enter or paste the posting description here. The short description should be a short summary of the job. (Typically first paragraph of full description)

Posting description

InternalExternal

How do you want to create this posting description?
☒ Create description ☐ Select existing description

1

Short Description

We are searching for a deadline-driven painter with great attention to detail. The painter will be expected to use color theory principles to match shades, follow written and verbal instructions, and use a variety of tools to paint surfaces. Other responsibilities include completing minor repairs and selecting correct paints and primers.

661

Description

T

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🔗

✂️

Last updated 2 minutes agoCancelSave and CloseContinueSubmit

6 | 10

Basic info✓

Hiring team✓

Requisition structure✓

Details✓

Posting description

Offer info

Configuration

Prescreening questions

Interview questionnaires

After you have added both the short and full description – click continue

New Job Requisition

Posting description

Internal

External

How do you want to create this posting description?
☒ Create description ☐ Select existing description

Short Description

We are searching for a deadline-driven painter with great attention to detail. The painter will be expected to use color theory principles to match shades, follow written and verbal instructions, and use a variety of tools to paint surfaces. Other responsibilities include completing minor repairs and selecting correct paints and primers.

Description

We are searching for a deadline-driven painter with great attention to detail. The painter will be expected to use color theory principles to match shades, follow written and verbal instructions, and use a variety of tools to paint surfaces. Other responsibilities include completing minor repairs and selecting correct paints and primers.

Last updated 6 minutes ago

Cancel

Save and Close

Continue

Submit

6 | 10

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Configuration

Prescreening questions

Everything on the Offer Info screen should auto-populate and HR will add anything that hasn't – simply click continue.

New Job Requisition

Offer info

Legal Employer
Austin Peay State University

Business Unit
University

Department
304007-Building Maintenance

Workplace

Job
Painter (S6003)

Grade
03

Primary Work Location
Main Campus

Other Work Locations

Last updated 5 minutes ago

Cancel

Save and Close

Continue

Submit

7 | 10

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

On the Candidate Selection Process drop-down, select APSU Candidate Selection Process (it is the only option)

New Job Requisition

Configuration

1

Candidate Selection Process ▼

APSU Candidate Selection Process - APSU_CSP

External Application Flow ▼

Required

Automatically Fill Requisition ▼

No

On the External Application Flow drop-down, select APSU Resume Required. (Only select Resume and Other Doc Required if you need a candidate to add another document such as a portfolio)

The screenshot displays the 'New Job Requisition' configuration interface. On the left, under the 'Configuration' heading, there are two dropdown menus: 'Candidate Selection Process' (set to 'APSU Candidate Selection Process') and 'Allow Candidates to Apply When Not Posted' (set to 'No'). The 'External Application Flow' dropdown menu is highlighted with a blue border and a callout bubble containing the number '1'. Its dropdown list is open, showing two options: 'APSU Resume and Other Doc Required - APSU_MANDATORY_APPLI_FLOW' and 'APSU Resume Required - APSU_APP_FLOW', with the latter selected. On the right, a dark sidebar shows a progress indicator '8 | 10' and a list of steps: 'How to start', 'Desired', 'Position', 'Job structure', and 'Details', each with a checkmark indicating completion.

New Job Requisition

Configuration

Candidate Selection Process
APSU Candidate Selection Process

Allow Candidates to Apply When Not Posted
No

External Application Flow
APSU Resume Required

- APSU Resume and Other Doc Required - APSU_MANDATORY_APPLI_FLOW
- APSU Resume Required - APSU_APP_FLOW

8 | 10

How to start ✓

Desired ✓

Position ✓

Job structure ✓

Details ✓

Other 2 drop-downs will default to “No”. Leave these as is and click Continue

New Job Requisition

Configuration

Candidate Selection Process

APSU Candidate Selection Process

External Application Flow

APSU Resume Required

Allow Candidates to Apply When Not Posted

No

Automatically Fill Requisition

No

Last updated 7 minutes ago

Cancel

Save and Close

1

Continue

Submit

Prescreening questions are listed here – HR will handle, so you can simply click Continue

New Job Requisition

Prescreening questions

[+ Add](#)

[Reorder](#)

[Internal](#) [External](#)

1. Do you meet the experience requirements as listed on the posting?

Code APSU_PRE_Q2 Type Single Choice

Score 0 Response Required Yes

Classification Disqualification

2. Do you meet the education requirements as listed on the posting ?

Code APSU_PRE_Q1 Type Single Choice

Score 0 Response Required Yes

Classification Disqualification

Last updated 1 minute ago

[Cancel](#) [Save and Close](#) [Continue](#) [Submit](#)

9 | 10

How to start ✓

Basic info ✓

Hiring team ✓

Requisition structure ✓

Details ✓

Posting description ✓

Offer info ✓

Configuration ✓

Prescreening questions

You will now see the Interview Questionnaires page – HR will handle as well, so this is your last step – just click Submit!

New Job Requisition

Interview questionnaires

[+ Add](#)

Last updated 1 minute ago

[Cancel](#) [Save and Close](#) [Submit](#)

Requisition in Progress – you can now see your Requisition on the Job Requisitions page. It will show the status of the Requisition

Job Requisitions

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator

Location

Filters

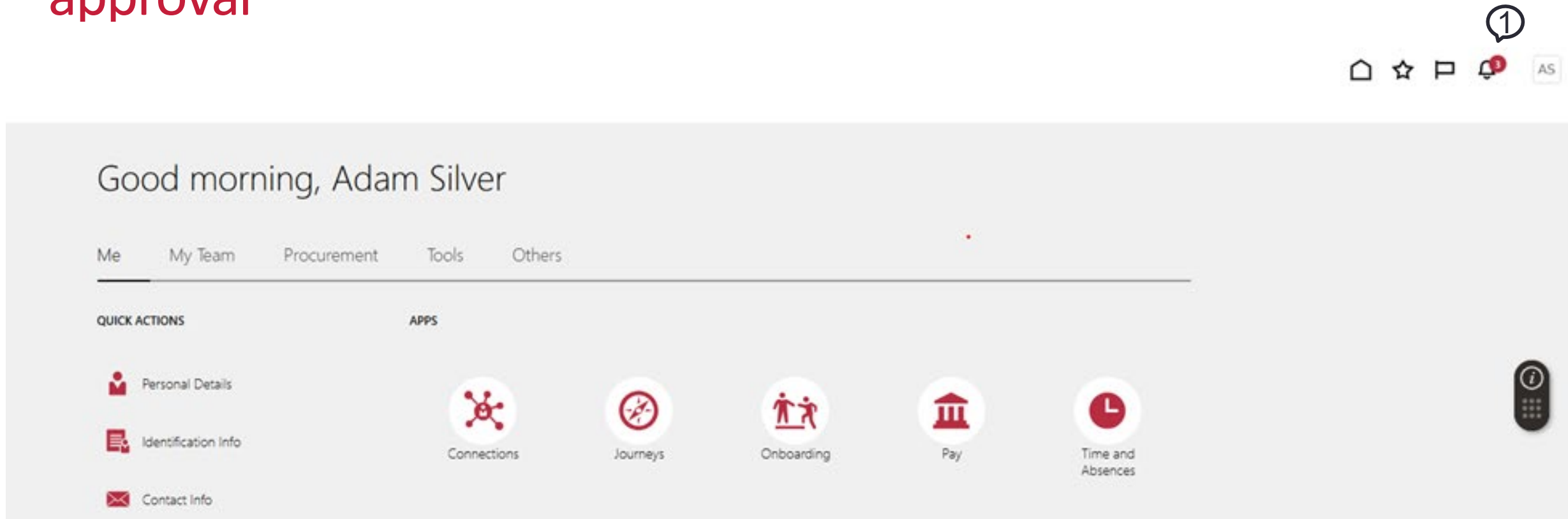
Clear (1)

1 results		+ Create		1							
Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects	Hiring Manager	Recruiter	Actions	
Paint Specialist	139	Draft - In Progress	Draft	In Progress	0	0	0	Glenn Rivers	Fonda Fields	...	

Requisition in Progress – you will receive notification that the requisition has been created & requires approval

The screenshot displays the GOVS SUITE HCM UAT interface. At the top, a yellow banner reads "Welcome to HCM UAT". The GOVS SUITE logo is on the left. The main header area says "Good morning, Glenn Rivers" and includes navigation tabs: "Me", "My Team", "Procurement", "Tools", and "Others". A "Notifications" pop-up is visible in the top right, featuring a red circle with the number "1". The notification text is: "ACTION REQUIRED Job Requisition Paint Specialist - 143 Requires Approval Correy Emmert". It includes "Approve" and "Reject" buttons and a "Show All" link. Below the header, the interface is divided into "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section lists: Team Activity Center, Document Records, Document Delivery Preferences, Employment Contracts, Employment Info, Employee Summary, Promote, and Promote and Reclassification. The "APPS" section shows a grid of icons for: Team Activity Center, Journeys, Hiring, Performance Overview, Career Overview, Performance, Talent Review, New Person, Workforce Compensation, Workforce Modeling, Team Skills Center, and Team Goals Center. A "Show More" link is at the bottom left. A vertical toolbar with an information icon and a numeric keypad is on the right side.

Requisition in Progress – your supervisor will receive notification that the requisition has been created & needs approval



APPROVAL WORKFLOW

The approval workflow for initiating requisitions.

Approval Workflow Explained

The **Hiring Manager** will initiate the requisition and then move it to the **Department Head** for approval. It will then go to **Grants (if grant funded)** then move to **Budget** for approval. The **Office of Institutional Culture** will approve and then it will finally end at the **Office of Human Resources** for final approval and posting.



Requisition Approval Workflow

CANDIDATE MANAGEMENT

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 Circle

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 Hiring	 Performance Overview	 Career Overview
 Performance	 Talent Review	 New Person	 Workforce Compensation	 Workforce Modeling

Click on Requisitions at the bottom of the screen

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.

1

Choose appropriate Requisition

Job Requisitions

Search by requisition title, number, or description

PhaseStateHiring ManagerRecruiterHiring Team RoleLocationFilters

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 on the Overview tab

< 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

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 ✕

State To be Reviewed ✕

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
☒	Rayburn, Victoria 654	1  Internal Candidate	New, To be Reviewed	Master of Education Bachelor of Science, Austin Peay State University Associate of Science, Austin Peay State University		...

New Job Applications. Click on name to see details.

<

Painter (269)

Staff

Job Applications

Try candidate name, resume keywords, or previous employment

Q

Phase

State

Employer

Position

Filters

⚙

View Summary

☐ 2 results

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Exper	Rank
☐ ☆ 1	Tanner, Daniel 125042	Resume	New, To be Reviewed			...
☐ ☆	Tanner, Michelle 125043	Resume	New, To be Reviewed			...

Candidate details

<

← →

External

1

...

Michelle Tanner

Status

New, To be Reviewed

Requisition

Painter, 269

Applied On

4/10/2026

Last Contacted

Today, Message Not Sent

Candidate Number

125043

Tags

No tags added yet

Candidate profile

Details

Screening

Messages

Activity

Progress

Interviews

Feedback

Key info

After info is available, you can see it here.

Candidate attachments

doc

Resume

Candidate Resume.docx

12.92 KB

Last updated by rayburnv on 4/10/2026

↓

👁

Degrees

+

PHASES AND STATES

The different phases and states candidates move through.

Candidate Phases and States

Phase

- **New**

States that are an option under the **New** Phase

- **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 that are an option under the **Interview and Selection** Phase

- **Selected for Initial Interview** (Search committee has decided to do an initial interview)
- **Selected for Final Interview** (Search committee has decided to do a final interview)
- **Recommend for Hire (OIC Review)** (Search committee has selected a candidate - OIC will review this choice)
- **Hiring Manager Extends Verbal Offer (OIC Approved)** (Hiring manager has approval to extend an offer)
- **Ready for HR Processing** (Candidate has accepted – you are now ready for HR to work on an offer letter)
- **Rejected by Employer** (After interviewing them, committee did not select this candidate)
- **Withdrawn by Candidate** (Candidate withdrew after being interviewed)

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

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

- External** (with a three-dot menu icon and a callout bubble labeled '1')
- LL** (initials)
- 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. Includes download and view icons.
 - Cover Letter**: Lisa Leslie Cover Letter.docx (13.04 KB), Last updated by anonymous on 9/5/2025. Includes download and view icons.

Click on Move Application

The screenshot displays the GOVS SUITE interface. On the left, a candidate profile for Lisa Leslie is shown with details such as Requisition (Paint Specialist, 143), Status (Offer - Approved), Applied On (9/5/2025), Last Contacted (Not contacted yet), Email (lisaeslie@yopmail.com), Phone Number (1-931-221-7013), and Location. A dropdown menu is open over the profile, listing various actions. The 'Move Application' option at the top of the menu is circled with a red '1'. The background shows a navigation bar with tabs like Screening, Messages, Activity, Progress, Interviews, and Feedback, and a table of attachments including a Resume and a Cover Letter.

GOVS SUITE

External

LL

Lisa Leslie

Requisition
Paint Specialist, 143

Status
Offer - Approved

Applied On
9/5/2025

Last Contacted
Not contacted yet

Email
lisaeslie@yopmail.com

Phone Number
1-931-221-7013

Location

Move Application

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

Screening Messages Activity Progress Interviews Feedback

fo is available, you can see it here.

Attachments

Resume		
Lisa Leslie Resume.docx	Last updated by anonymous on 9/5/2025	Download View
13.02 KB		
Cover Letter		
Lisa Leslie Cover Letter.docx	Last updated by anonymous on 9/5/2025	Download View
13.04 KB		

Choose appropriate Phase. Example: Interview & Selection

Move application

1

Phase

New

Interview and Selection

Offer

State

Required



Cancel Move

Choose appropriate State. Example: Selected for Initial Interview.

Move application

Phase
Interview and Selection

State

Comment

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

Cancel Move

Add comment. Click Move.

Move application

Phase
Interview and Selection ▼

State
Selected for Final Interview ▼

1

Comment

i

2

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

1

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

doc

Last updated by anonymous on 9/5/2025

↓

👁

Cover Letter

Sue Bird Cover Letter.docx

13.03 KB

doc

Last updated by anonymous on 9/5/2025

↓

👁

AP

Austin Peay

State University

CLARKSVILLE  TENNESSEE

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

The screenshot displays the GOVS SUITE web application. On the left, a candidate profile for Sue Bird is shown, including her initials 'SB', name 'Sue Bird', and job title 'Requisition Paint Specialist, 143'. A context menu is open over the profile, listing actions such as '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', and 'Add Tags'. A red circle with the number '1' highlights the 'Rank Application' option. The background shows a navigation bar with tabs like 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. The top right corner features a home icon, a notification bell, and a user profile picture. The bottom right corner has an information icon.

GOVS
SUITE

External

SB

Sue Bird

Requisition
Paint Specialist, 143

Move Application

Add to Favorites

Rank Application 1

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

fo is available, you can see it here.

AP Austin Peay
State University
CLARKSVILLE TENNESSEE

INTERVIEW SCHEDULING

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

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Experience	Assessment	Rank
☐ ☆	Jordan, Michael 17003 Clarksville, TN, US	Resume	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

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

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 NBA Coach. The profile includes a large 'MJ' monogram, his name, title, and various details such as requisition information, status, application date, contact history, email, phone number, location, and candidate number. On the right is a panel with tabs for 'Details', 'Screening', 'Messages', 'Activity', 'Progress', 'Interviews', and 'Feedback'. The 'Interviews' tab is selected and highlighted. Below the tabs, there is a section titled 'Interviews' with a plus sign icon in the top right corner. A speech bubble with the number '1' points to this plus sign. Below the 'Interviews' header, there is a text prompt: 'After interviews are added, you can see them here.'

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

Tags

Details Screening Messages Activity Progress **Interviews** Feedback

Interviews +

After interviews are added, you can see them here.

Classification and Compensation Analyst (137)

Michael Jordan (17003)

▼

m/d/yyyy h:mm aZ (UTC-06:00) Chicago...

m/d/yyyy h:mm aZ (UTC-06:00) Chicago...

Select a value

Format can be in person, phone or web conference

MJ

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

1

Select a value ▾

Select a value

In Person

Phone

Web Conference

Add interviewers

Create Interview
Michael Jordan (17003), 137

Save and Close

Cancel

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...

In Person

Main Campus

Browning, Room 007

Interviewers

1

[Add Another Interviewer](#)

Victoria Rayburn

Anthony Roark

Notes to Candidate

Notes to Candidate

Helvetica 2

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



Michael Jordan (17003), 137

Cancel

Victoria Rayburn

Anthony Roark

Helvetica

2 ^ v

B

I

U S_2 S^2

§

1. *Journal of Management Studies*, 1996, 33, 1, 1-14.
 2. *Journal of Management Studies*, 1996, 33, 2, 1-14.
 3. *Journal of Management Studies*, 1996, 33, 3, 1-14.
 4. *Journal of Management Studies*, 1996, 33, 4, 1-14.
 5. *Journal of Management Studies*, 1996, 33, 5, 1-14.
 6. *Journal of Management Studies*, 1996, 33, 6, 1-14.

- —
- —
- —

www

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, an External Coach at the NBA. His profile includes a large 'MJ' monogram, his name, title, requisition details (Classification and Compensation Analyst, 137), status (New - To be Reviewed), and application date (8/27/2025). On the right is a detailed view of an interview, with the 'Interviews' tab selected and highlighted by a callout bubble with the number '1'. The interview details include the title 'APSU Interview Schedule (HM)', start and end dates and times for 8/28/2025, schedule type 'Hiring Team Managed', format 'In Person', and interviewers 'Victoria Rayburn, Anthony Roark'. A 'Scheduled' status tag and a calendar icon are also present.

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

Interviewers
Victoria Rayburn, Anthony Roark

Scheduled

SUBMITTING FEEDBACK

How search committee members submit feedback through Govs Suite.

The feedback form is automatically sent to the search committee when an applicant's status is moved to an interview state. Search Chair should click on applicant's name.

<

Classification and Compensation Analyst (281)

Staff

Job Applications

Try candidate name, resume keywords, or previous employment

PhaseStateEmployerPositionFilters

1 results

Move ApplicationAdd to RequisitionAdd to Candidate PoolMore Actions

Sort By Application Submitted, New to Old

	Favorite	Candidate	Details	Status	Education	Experience	Rank
☐		1 Jordan, Michael		New, To be Reviewed			...

Then click on the 3 dots

External

1

...

Michael Jordan

Status

New, To be Reviewed

Requisition
Classification and
Compensation Analyst, 281

Applied On
5/15/2026

Last Contacted
Today, Message Not Sent

Candidate Number
133218

Tags
No tags added yet

[Candidate profile](#)

Details

Screening

Messages

Activity

Progress

Interviews

Feedback

Key info

After info is available, you can see it here.

Candidate attachments

After attachments are added, you can see them here.

Degrees

Add items to the profile.

Click Move Application

The screenshot shows a user interface for a candidate profile. On the left, a sidebar contains the candidate's name, status, requisition details, application date, last contact date, candidate number, and tags. A dropdown menu is open from the top navigation bar, with the 'Move Application' option highlighted. The main content area on the right shows tabs for various sections, with 'Details' selected. The 'Details' tab contains a list of actions and a section for attachments.

External ...

Michael Jordan

Status
New, To be Reviewed

Requisition
Classification and Compensation Analyst, 281

Applied On
5/15/2026

Last Contacted
Today, Message Not Sent

Candidate Number
133218

Tags
No tags added yet

[Candidate profile](#)

Details **1** Messages Activity Progress Interviews Feedback

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

ilable, you can see it here.

Attachments

its are added, you can see them here.

+

profile.

The **Phase** should be Interview and Selection and the **State** should be either “Selected for Initial Interview” or “Selected for Final Interview”. A feedback form will automatically be sent to all search committee members once you click **Move**.

Move application

1

Phase
Interview and Selection

2

State
Selected for Initial Interview

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

3

Cancel Move

If you do **2 stages** of interviews, you will need to complete **2 feedback forms**. You will receive a notification to complete a form for the **initial interview**. You will then receive another notification when it is time to complete another form for the **final interview**.

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.

This is what the Interview Feedback page looks like.

Interview Feedback

Save and Close

Submit

Cancel

General Information

MJ

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

1

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?

1
Yes

No

On the applicant's page – click on feedback

<

1

>

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

1

Overview

Interview Feedback Questionnaire (IVF_QUE)

1 out of 1 requests completed

Average Rating

Feedback requests

All

Canceled

Completed

Expired

Requested

Saved

Interview Feedback Questionnaire (IVF_QUE)

1 out of 1 requests completed

Average Rating

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

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

Overview

Interview Feedback Questionnaire
1 out of 1 requests completed

Average Rating

Feedback requests

Interview Feedback Questionnaire
1 out of 1 requests completed

Average Rating

Respondent

Status

Victoria Rayb...

Comp

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 under the candidate's activity tab

The screenshot displays a candidate profile for Lisa Leslie. On the left, her name and title 'Paint Specialist, 143' are shown, along with a status update: 'Interview and Selection - Hiring Manager Extends Verbal Offer (OIC Approved)'. The main panel on the right features a tabbed interface with 'Activity' selected and highlighted by a callout bubble with the number '1'. The 'Hiring' section under the 'Activity' tab shows a message: 'We couldn't find any matching job applications or prospect records. Try selecting a different time range.' Time range filters for 'Past 3 Months', 'Past 6 Months', 'Past Year', and 'All' are available. A sidebar on the far right contains an information icon.

External ...

LL

Lisa Leslie

Requisition
Paint Specialist, 143

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

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.

Under Activity tab, go to Internal Attachments

The screenshot shows a user profile for Lisa Leslie. On the left, there is a sidebar with her name, initials 'LL', and various details: 'External' status, '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', and 'Email: lisaleslie@yopmail.com'. The main content area is divided into two sections. The top section is titled 'Interactions' and contains a tabbed interface with 'Job Application' selected. Below the tabs is a placeholder text: 'After interactions are added, you can see them here.' The bottom section is titled 'Internal attachments' and is highlighted with a circled '1'. It also contains a placeholder text: 'After attachments are added, you can see them here.' A plus icon is visible in the top right corner of the 'Interactions' section, and a pencil icon is in the top right corner of the 'Internal attachments' section.

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

<

→

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 ApplicationAll InteractionsHiring TeamAgent

After interactions are added, you can see them here.

Internal attachments

1

After attachments are added, you can see them here.

Attach your documents by dragging and dropping them 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

1 031 331 7017

After interactions are added, you can see them here.

Internal attachments

1

Drag and Drop

Select or drop files here.

URL

Add URL

Cancel

2 Save

In Application, Click Move Application

The screenshot displays the GOVS SUITE application interface. On the left, a candidate profile for Sue Bird is shown with details: 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 with a red circle and the number '1'. The background shows a navigation bar with tabs: Screening, Messages, Activity, Progress, Interviews, and Feedback. Below the tabs, there is a section for attachments, including a resume file named 'Sue Bird Resume.docx' (12.99 KB) last updated by an anonymous user 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





After candidate is moved to OIC review, search chair will automatically get a notification to complete Search Committee Checklist form. Similar to the feedback form, you will receive a direct link to complete this.

Hello Victoria Rayburn,

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

Job Requisition: Assistant Coach, Baseball - 331

Candidate: Suzie Carmichael

Interview Questionnaire: Interview Search Committee Checklist Expiration Date: 7/31/2026 4:52 PM America/Chicago

[Provide your feedback](#)

Thank you.

Search Chair must confirm they have followed the necessary procedures for the search. Select an option in the drop down then click submit.

Interview Feedback

Save and Close

Submit

Cancel

General Information



Candidate
Suzie Carmichael

Requisition Title
Assistant Coach, Baseball(331)

Interviewer Responses

These directions guide search committee members through a fair, consistent, and compliant candidate selection process. All steps must be completed and documented before advancing candidates to interviews and final selection stages. The committee chair is responsible for ensuring all steps are taken. Failure to complete all steps may result in delay of hiring, disqualifying candidates, and/or cancellation of the search and requirement to restart.

*** I attest I have completed the following steps:**

- Reviewed the official job posting to ensure candidates selected for interview meet the minimum qualifications.
- Confirmed that the interview pool has been reviewed for fairness and consistency.
- Confirmed that the rationale for candidate selection or non-selection is documented, by each committee member or as a whole.
- Only committee member votes are counted for those who have reviewed all resumes and participated in all interviews.
- Ensured candidates were informed of the salary range and work location before the final interview.
- Ensured that all shared information about applicants, committee statements, and applicant feedback remain confidential.
- Ensured all members have completed OIC training for committee service within the past 12 months.
- Confirmed the candidate lives in TN or one of the eight (8) eligible states.

Yes

No



This must be completed for OIC to approve your recommendation.

These directions guide search committee members through a fair, consistent, and compliant candidate selection process. All steps must be completed and documented before advancing candidates to interviews and final selection stages. The committee chair is responsible for ensuring all steps are taken. Failure to complete all steps may result in delay of hiring, disqualifying candidates, and/or cancellation of the search and requirement to restart.

This must be completed for OIC to approve your recommendation.

I attest I have completed the following steps:

- Reviewed the official job posting to ensure candidates selected for interview meet the minimum qualifications.**
- Confirmed that the interview pool has been reviewed for fairness and consistency.**
- Confirmed that the rationale for candidate selection or non-selection is documented, by each committee member or as a whole.**
- Only committee member votes are counted for those who have reviewed all resumes and participated in all interviews.**
- Ensured candidates were informed of the salary range and work location before the final interview.**
- Ensured that all shared information about applicants, committee statements, and applicant feedback remain confidential.**
- Ensured all members have completed OIC training for committee service within the past 12 months.**
- Confirmed the candidate lives in TN or one of the eight (8) eligible states.**



Hiring Manager will receive notification once OIC approves.
Hiring Manager extends verbal offer.

The screenshot displays a hiring management interface. On the left is a candidate profile card for Sue Bird, an external candidate with requisition number 143. The status is 'Interview and Selection - Hiring Manager Extends Verbal Offer (OIC Approved)'. A notification bubble with the number '1' is next to the status. The right panel shows the 'Activity' tab, which is currently empty, displaying a message: 'We couldn't find any matching job applications or prospect records. Try selecting a different time range.' The interface includes tabs for Details, Screening, Messages, Activity, Progress, Interviews, and Feedback. A sidebar on the right contains an information icon.

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

1

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

Once an offer is accepted - Navigate to Activity Tab

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.

1

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 **Staff Hiring Proposal** or **Faculty Hiring Proposal** depending on the position, then click the Plus Symbol

Extra info for internal use

Internal Extra Info Page
Faculty Hiring Proposal

Faculty Hiring Proposal

Staff Hiring Proposal

2

1

+

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
Staff Hiring Proposal

Staff Hiring Proposal

1

Start Date



Required

Recommended Starting Salary

Moving Allowance

Notes:

2

Cancel

Save

Please remember that employees paid **hourly** need to be offered an **hourly rate**. Employees paid **monthly** should be offered an **annual salary**.

In the **Recommended Starting Salary** box, an **hourly rate** should be entered for **hourly employees** (Ex: \$25) and an **annual rate** for **monthly employees** (Ex: \$48000).

Select Move Application

The screenshot displays the GOVS SUITE interface. On the left, a sidebar shows the profile of Sue Bird, an External candidate for the position of Paint Specialist, 143. Her status is 'Interview and Selection - Selected for Initial Interview', and she applied on 9/5/2025. The main content area shows a list of applications, but no matching records are found for the selected time range. A context menu is open over the application, listing various actions such as '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', and 'Send Interview Invite'. A red circle with the number '1' highlights the 'Move Application' option at the top of the menu.

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

Past 3 Months Past 6 Months Past Year All

ldn't find any matching job applications or prospect records.

g a different time range.

te pools

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

Move application

1

Phase
Interview and Selection

State
Ready for HR Processing

Comment

i

2

Cancel Move

AP Austin Peay
State University
CLARKSVILLE  TENNESSEE

ONBOARDING JOURNEY



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 will be able to monitor these tasks and see what tasks their employee has yet to complete.

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

Journey
1
Journey

Hiring

Performance Overview

Career Overview

Performance

Talent Review

New Person

Workforce Compensation

Workforce Modeling

Click on Team Journeys and you will see the journeys for your new hires.

The screenshot displays the 'Team Journeys' page in a web application. At the top, there's a header with a back arrow and the title 'Team Journeys'. Below this is a search bar labeled 'Search by person name' and a filter section with buttons for 'Reports', 'Direct Reports', 'Status', 'Category', and a 'Clear (1)' button. A 'Sort By Relevance' dropdown is on the right. The main content area shows a list of 4 items. Each item represents an onboarding journey for a specific person, including their initials, name, ID, title, and progress status for 'Employee tasks' and 'My tasks'. The bottom navigation bar includes links for 'Explore', 'My Journeys', 'My Tasks', 'Team Journeys' (which is highlighted with a circled '1'), and 'Activity'.

Initials	Journey Name	Person	ID	Title	Employee tasks	My tasks	Status
ML	Pre On-boarding Journey	Mat Lee	952846	Professor	7 of 7 Completed	0 of 2 Completed	On Boarding
ML	Onboarding Journey	Mat Lee	952846	Professor	7 of 7 Completed		On Boarding Completed
DT	Pre On-boarding Journey	Danny Tanner	952904	Visiting Assistant Professor	7 of 7 Completed	0 of 2 Completed	On Boarding
DT	Onboarding Journey	Danny Tanner	952904	Visiting Assistant Professor	7 of 7 Completed		On Boarding Completed

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 and other attachments 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.

HR Interview Search Committee Checklist

HR Interview Search Committee Checklist

Purpose: These directions guide search committee members through a fair, consistent, and compliant candidate selection process. All steps must be completed and documented before advancing candidates to interviews and final selection stages. The committee chair is responsible for ensuring all steps are taken. Failure to complete all steps may result in delay of hiring, disqualifying candidates, and/or cancellation of the search and requirement to restart.

- ☐ Review the official job posting to ensure candidates selected for interview meet the minimum qualifications.
- ☐ Confirm that the interview pool has been reviewed for fairness and consistency.
- ☐ Confirm that the rationale for candidate selection or non-selection is documented, by each committee member or as a whole.
- ☐ Only committee member votes are counted for those who have reviewed all resumes and participated in all interviews.
- ☐ Ensure candidates will be informed of the salary range and work location before the final interview.
- ☐ Ensure that all shared information about applicants, committee statements, and applicant feedback remains confidential.
- ☐ Ensure all members have completed OIC training for committee service within the past 12 months.



QUESTIONS?

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