

GOVS SUITE STAFF HIRING TRAINING

Office of Human Resources

What will be covered in this training:

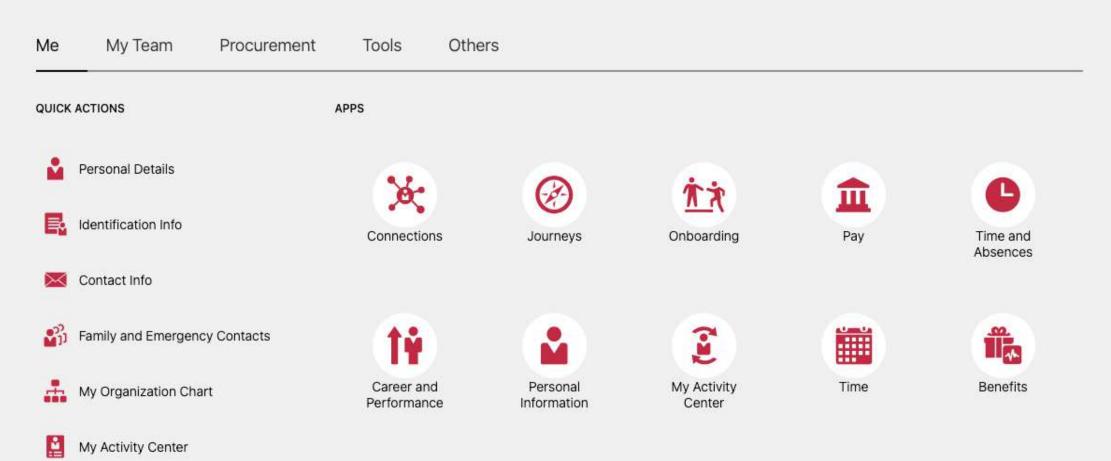
- Initiating Requisitions
- Approval Workflows
- Candidate Management
- Phases and States
- Interview Scheduling
- Submitting Feedback as Search Committee Member
- Extend Job Offer
- Onboarding Journey



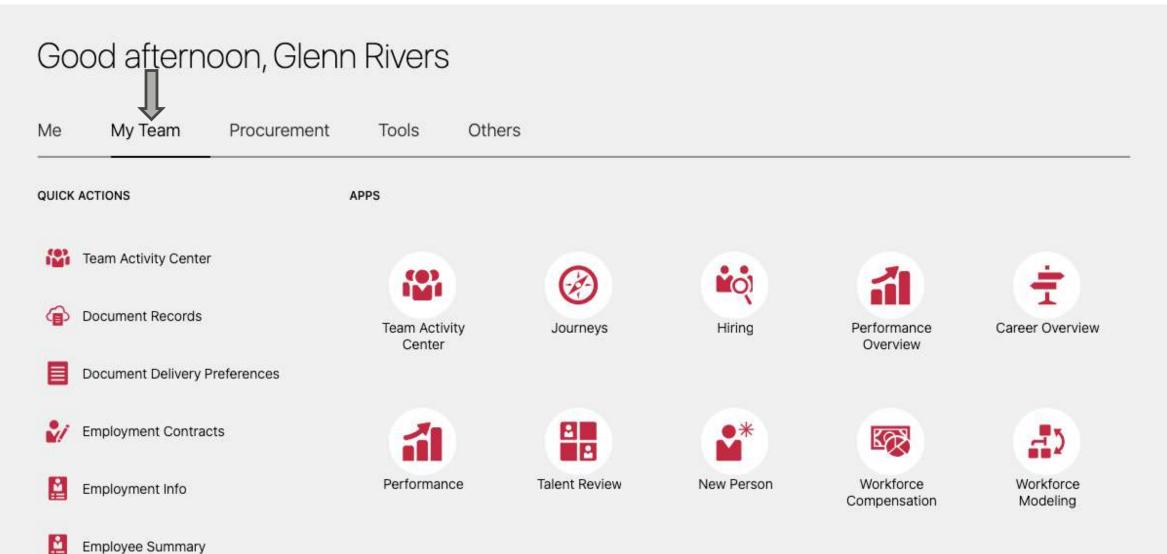


Hiring Manager Initiates Requisition - Log In To Govs Suite

Good afternoon, Glenn Rivers

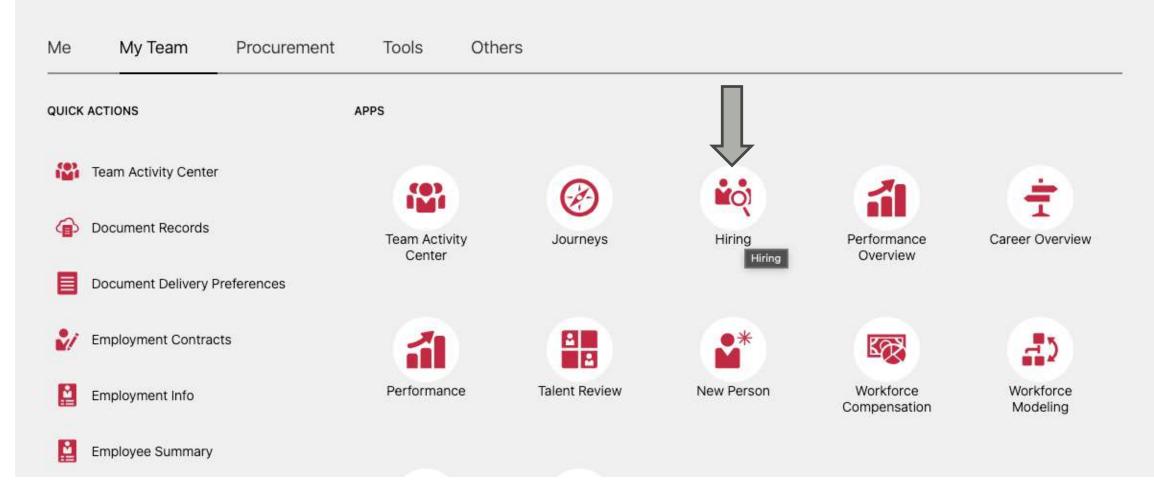


Click on My Team

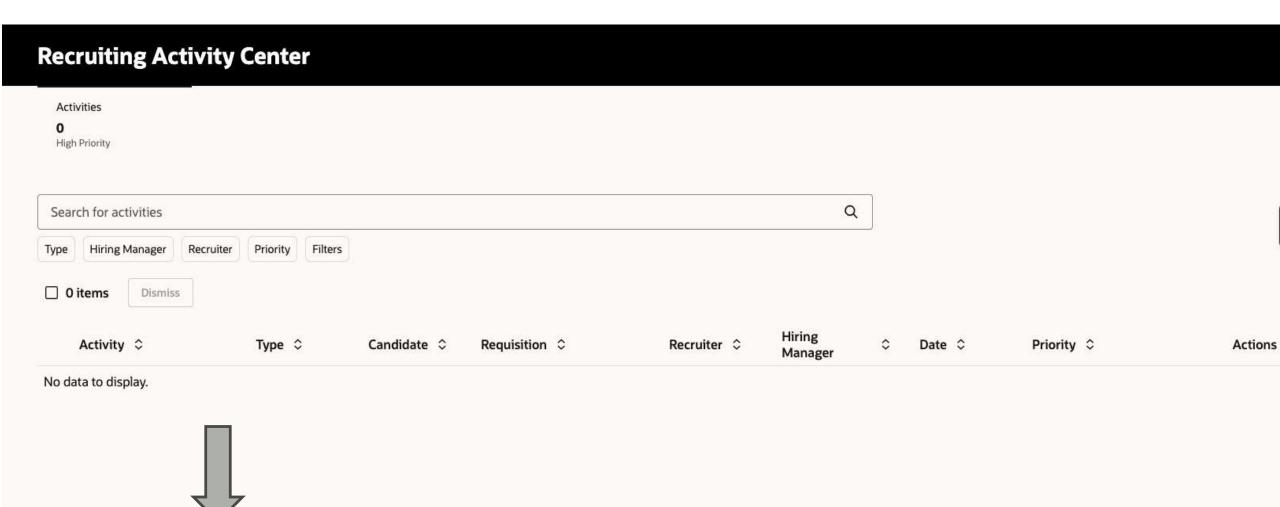


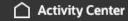
Click on Hiring

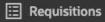
Good afternoon, Glenn Rivers



Click on Requisitions

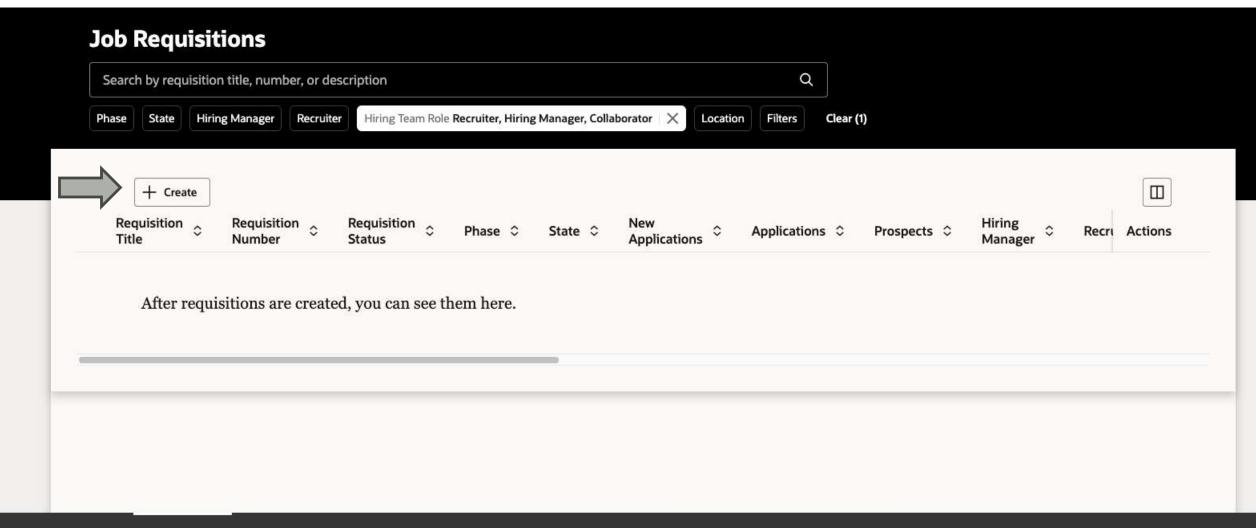






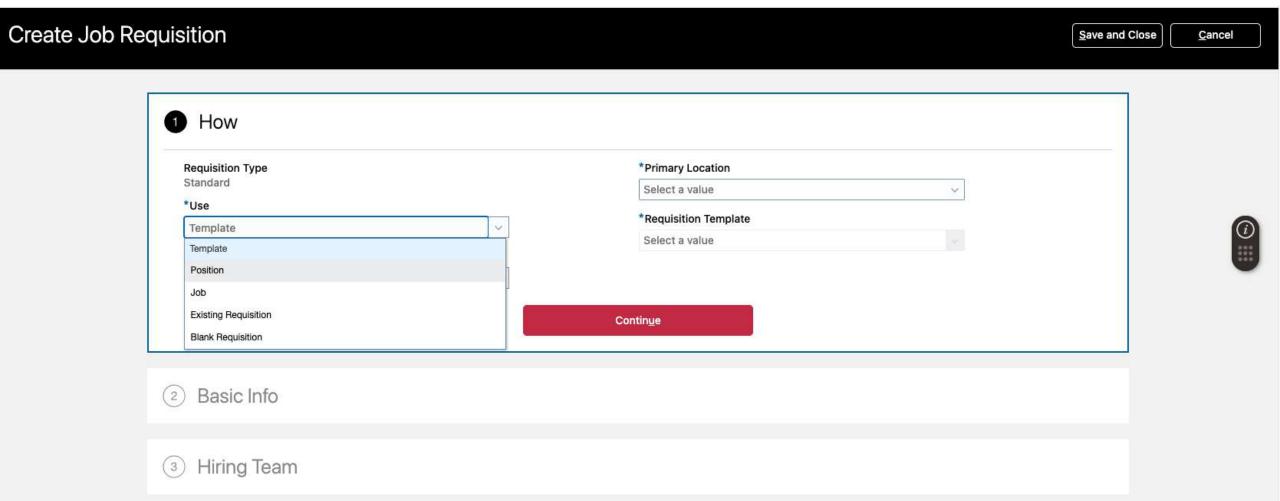


Click Create

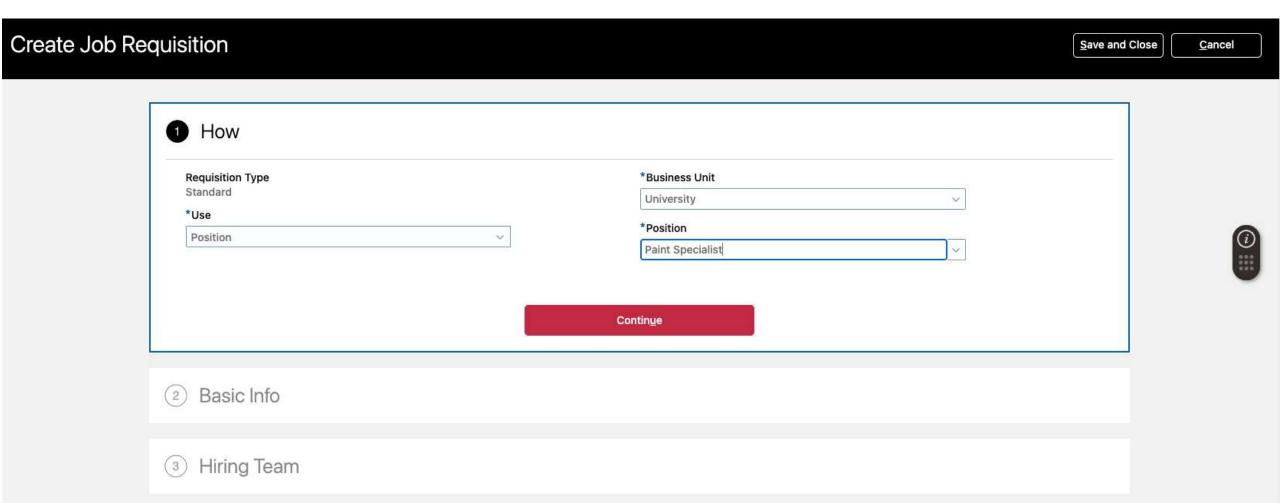




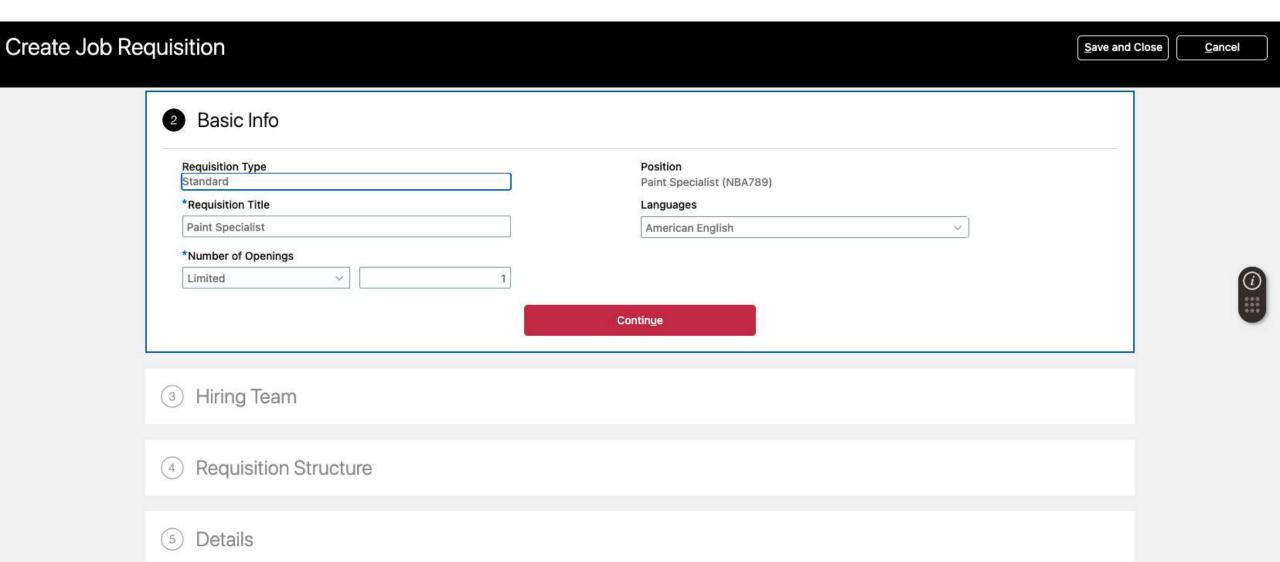
In the Use dropdown, select Position



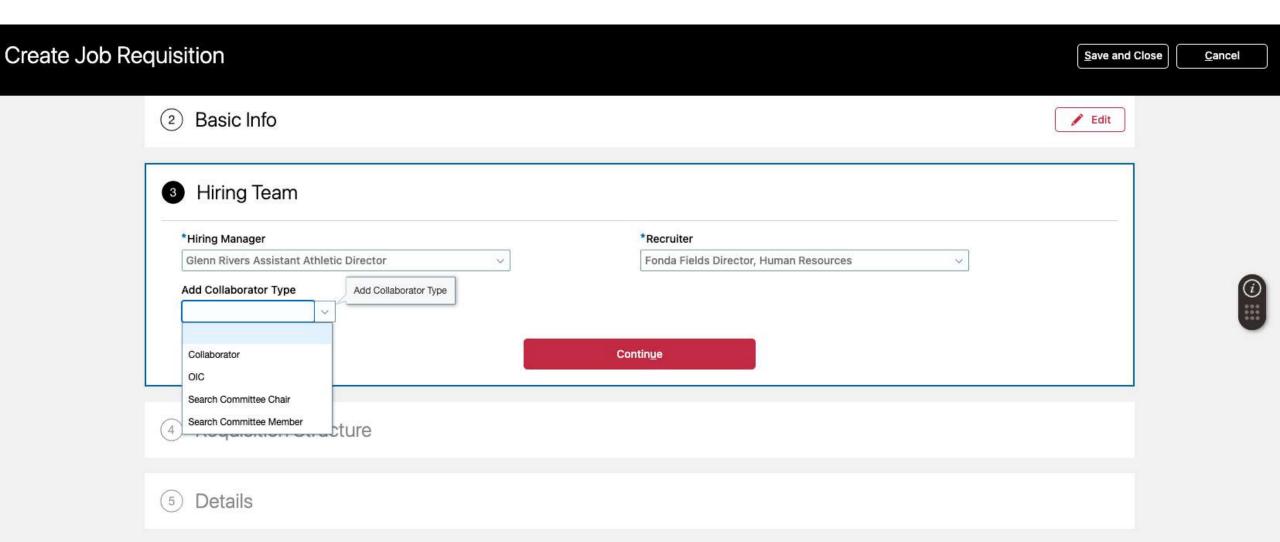
The Business Unit will default to University. Enter the position number and then click continue



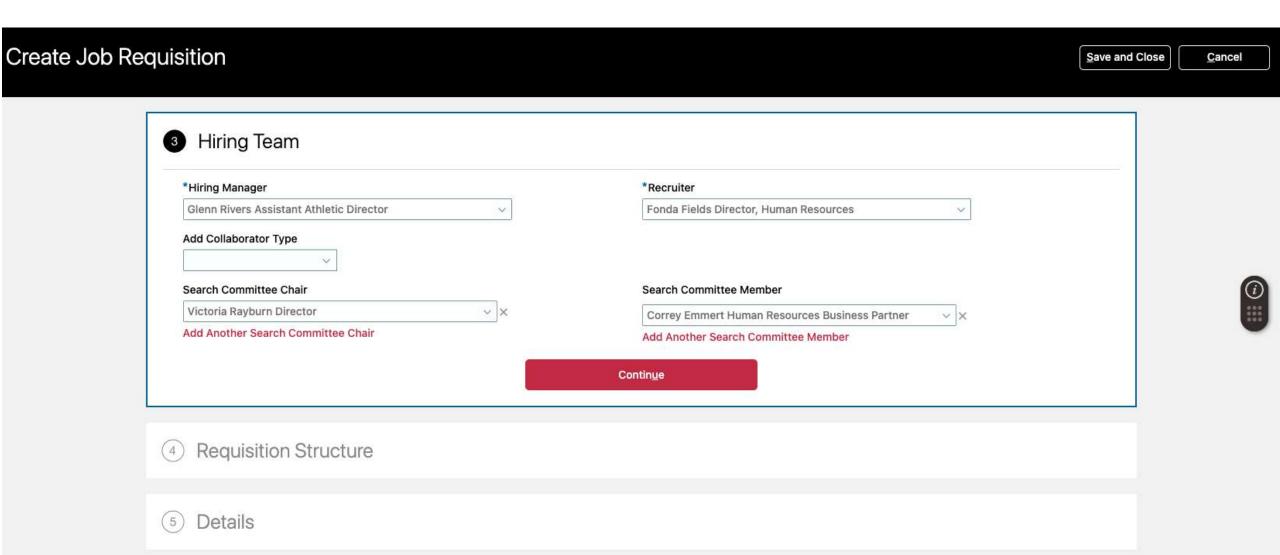
You can edit the Requisition Title and Number of Openings, then click continue



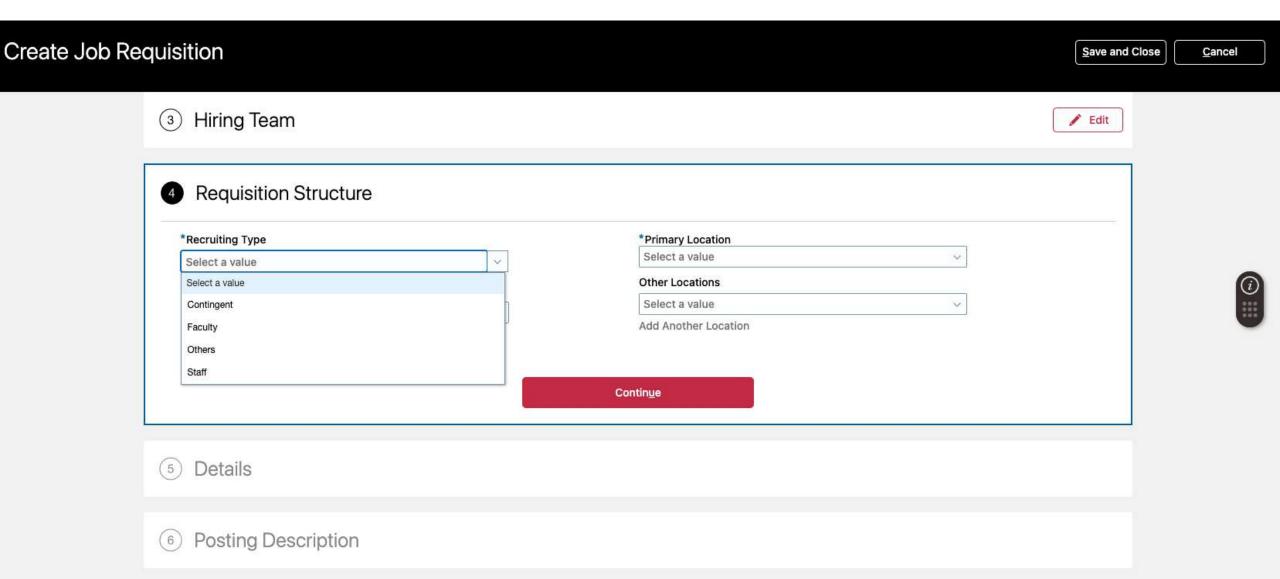
Hiring Manager will auto-populate, you will need to add the recruiter and any collaborators



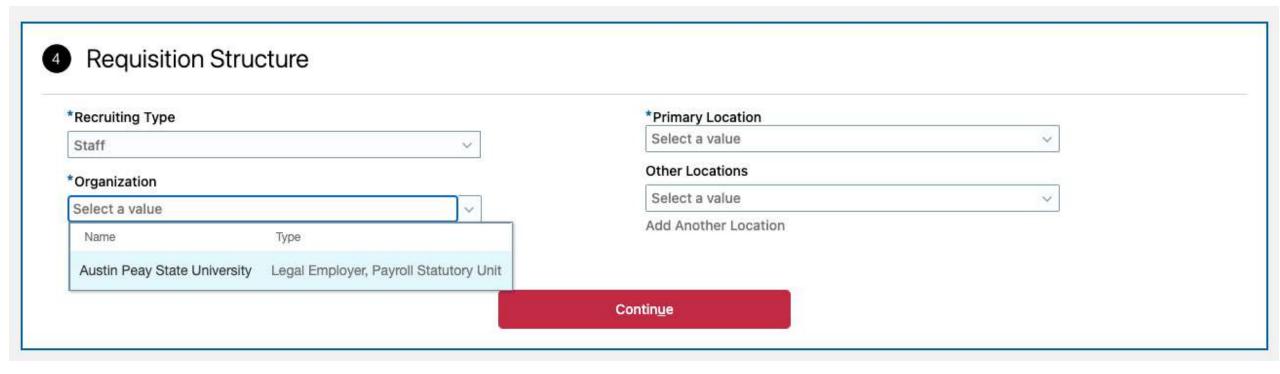
Once you have added all collaborators, click continue



Choose the appropriate recruiting type

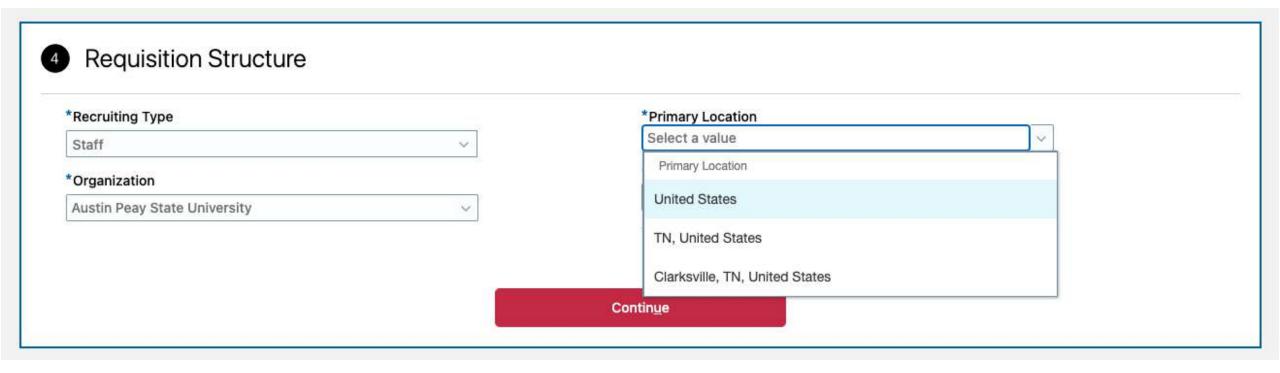


Under Organization, select Austin Peay State University



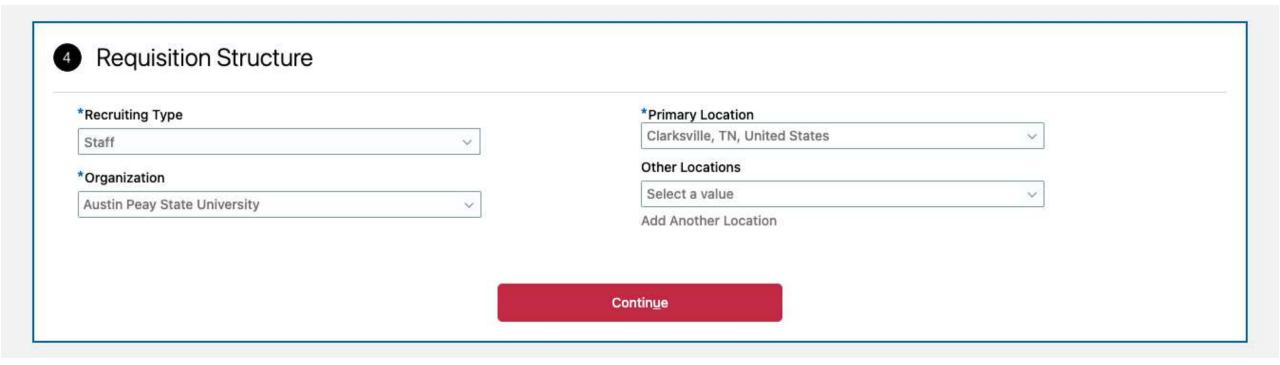


Select the Primary Location for the position



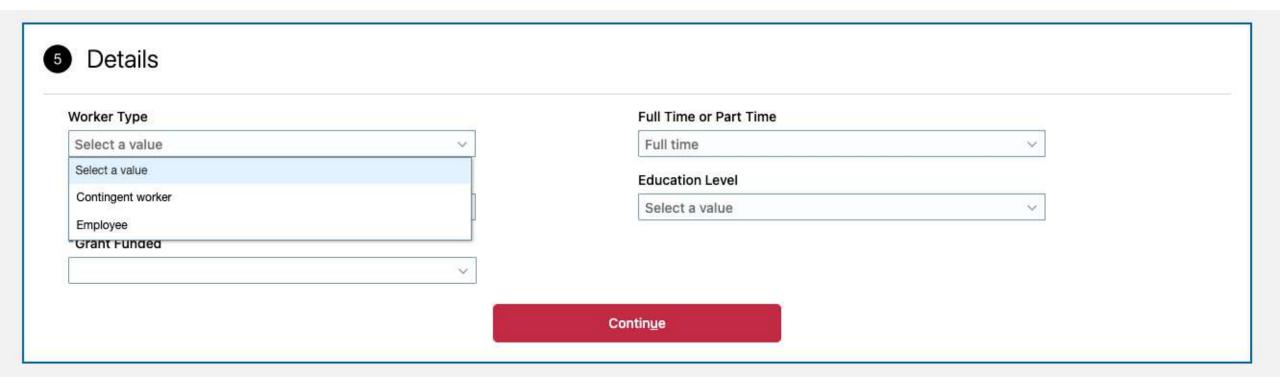


Click continue



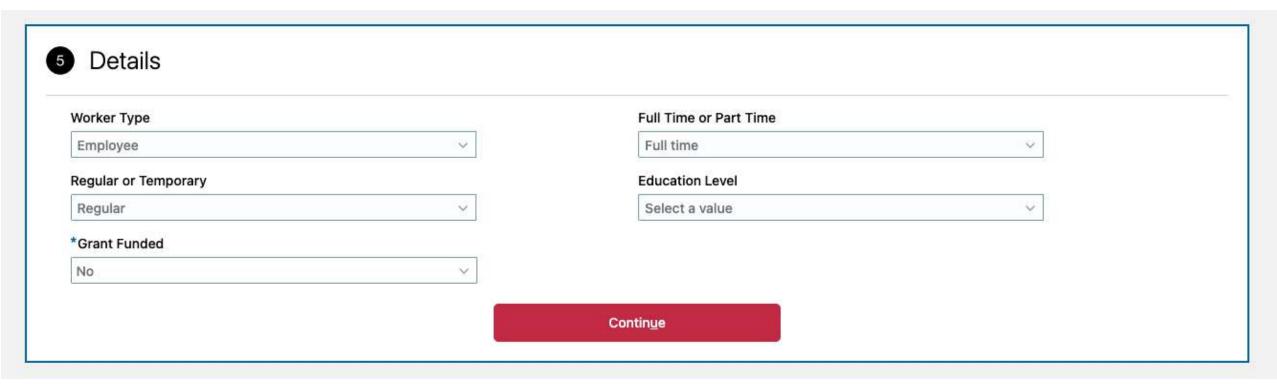


Under Worker Type, select Employee



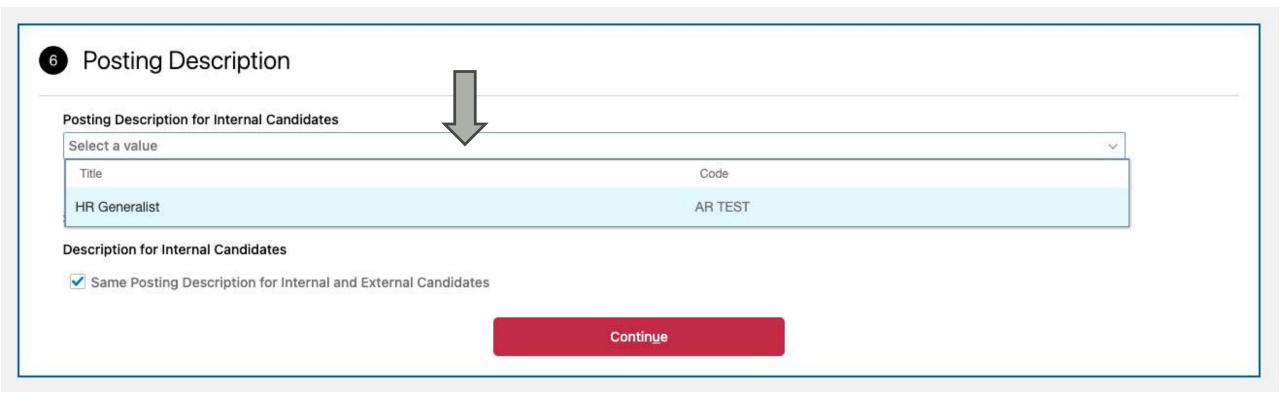


Select yes or no to answer if the position is Grant Funded. Select if it is Full Time or Part Time and select the Education Level for the position



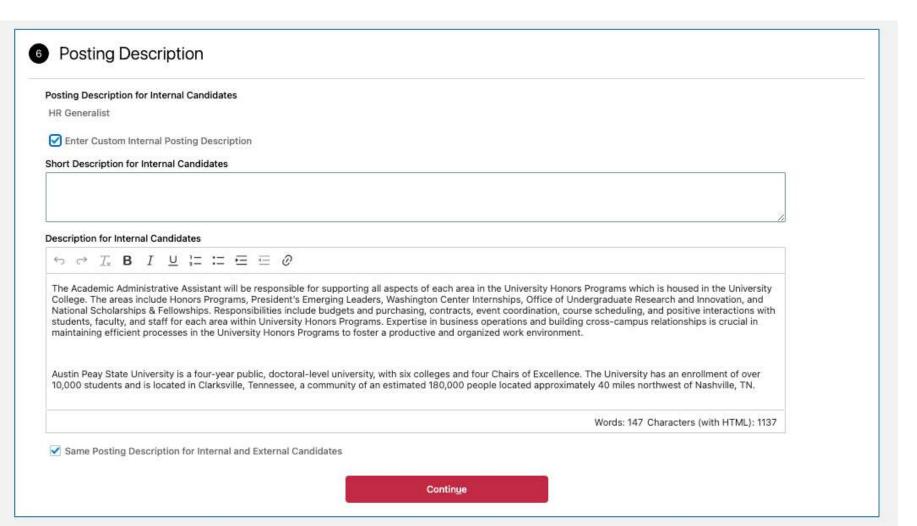


Select a pre-set Posting Description...



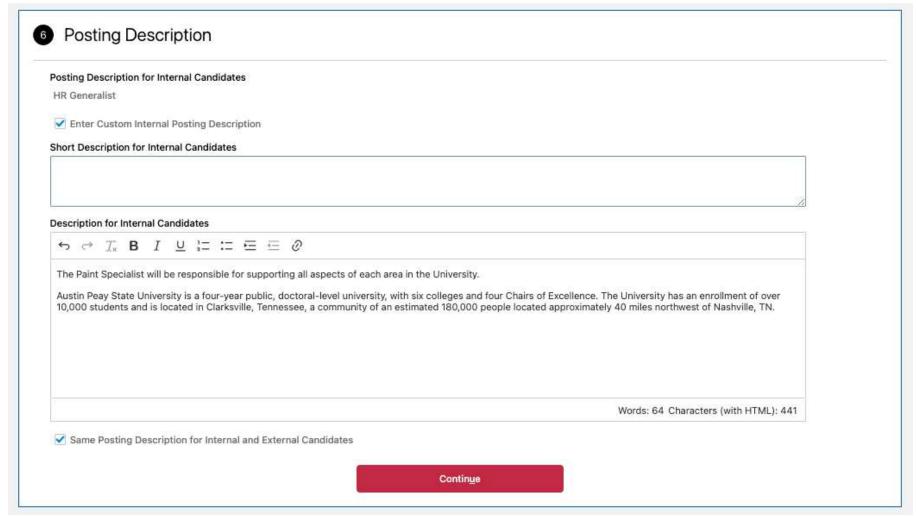


If you select a Posting Description **and** check the box "Enter Custom Internal Posting Description" you will be able to make edits to the job description you have selected



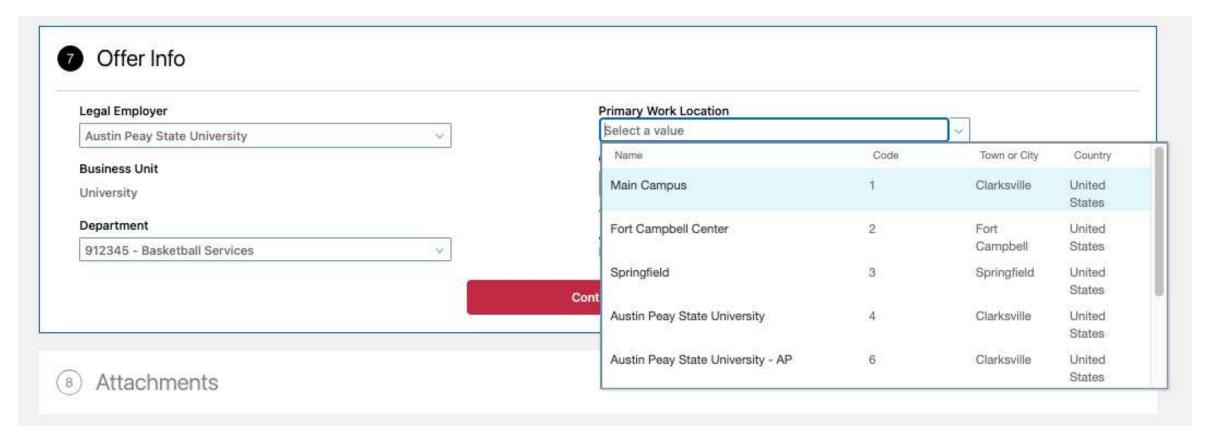


Once the Posting Description is to your liking, click continue



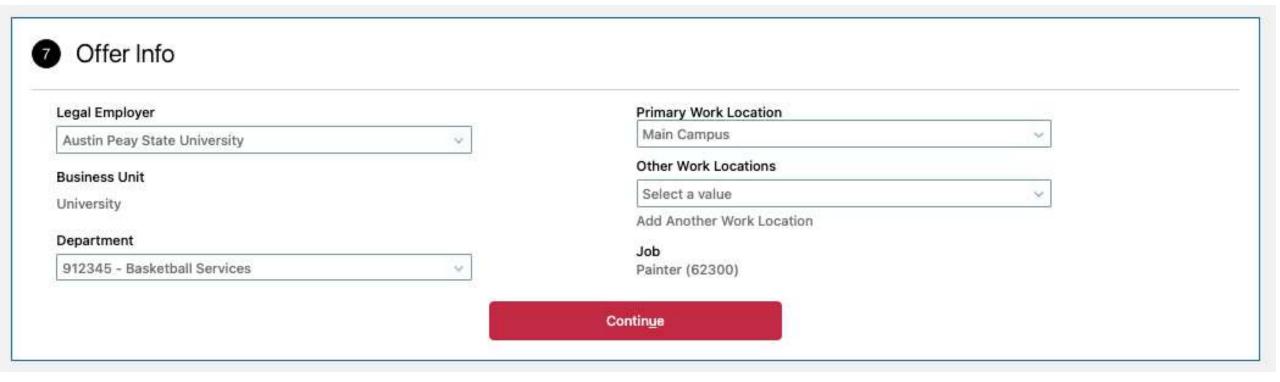


Legal Employer and Department will auto-populate, you will just need to select the Primary Work Location



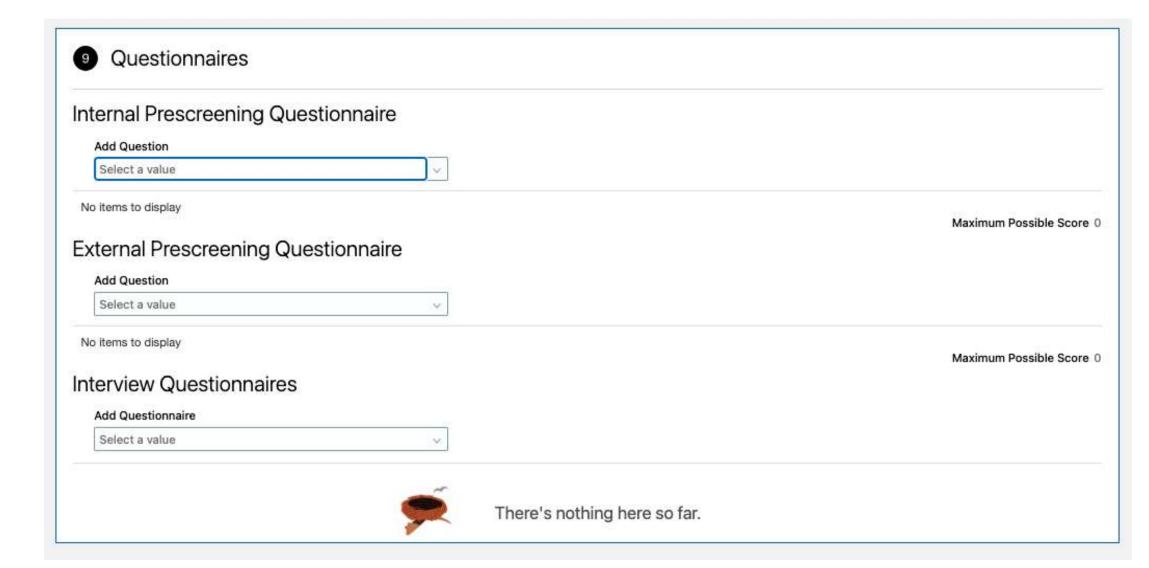


Click continue

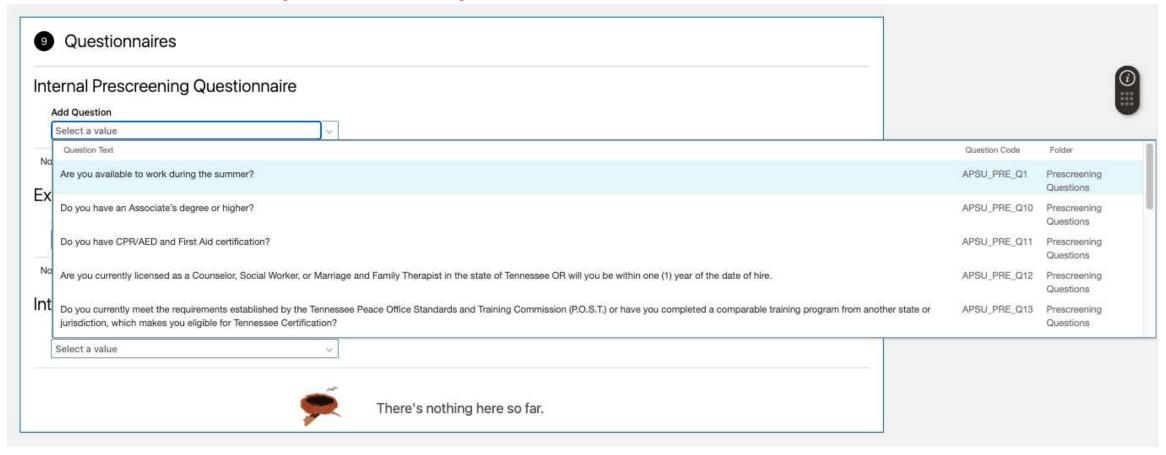




You can add prescreening questions here.

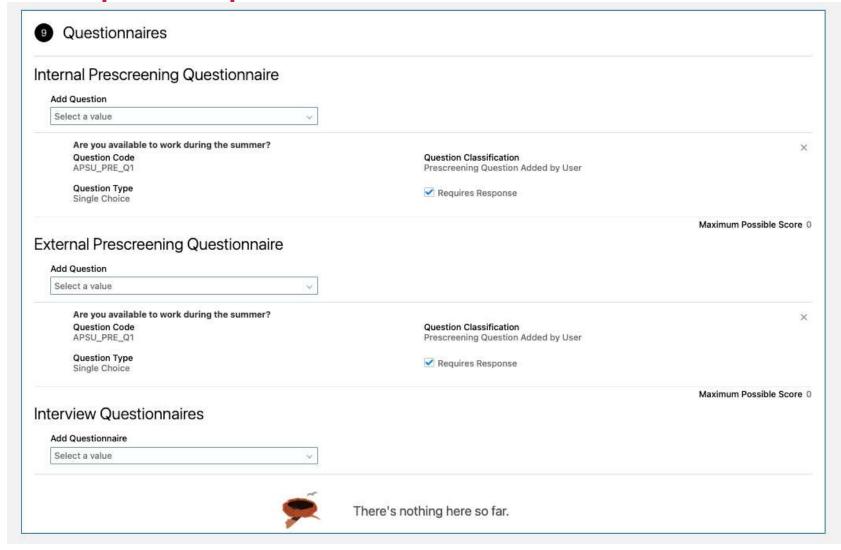


Click on the question you would like





Check the box for "Requires Response" to make the question a required question



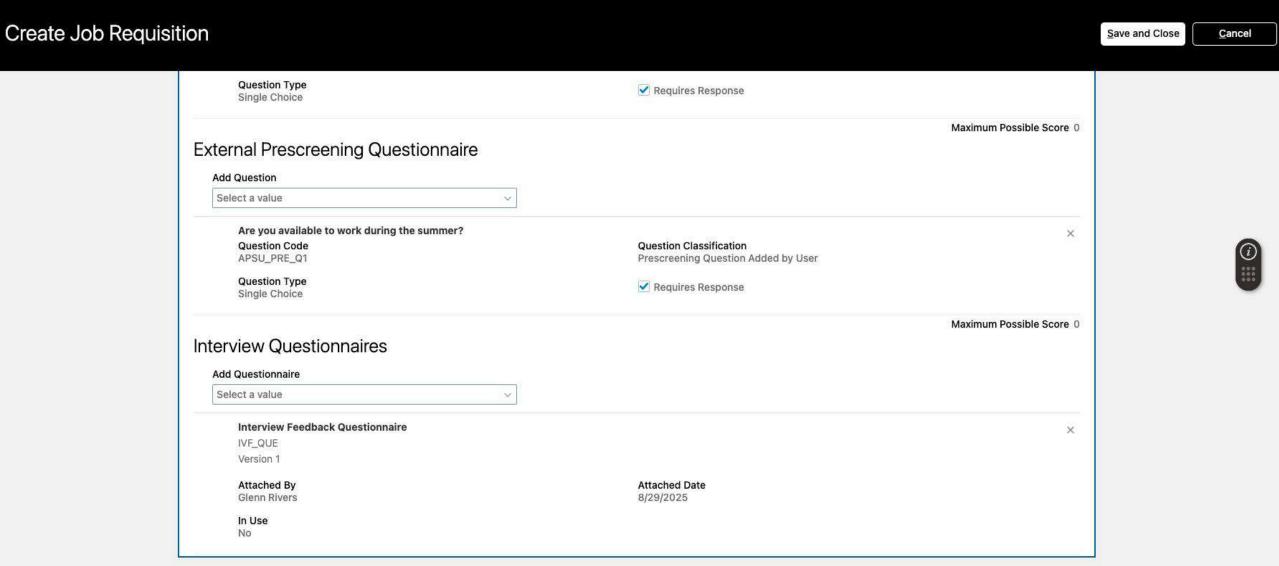


Select Interview Questionnaires - this is the questionnaire the search committee will use when reviewing candidates they have interviewed

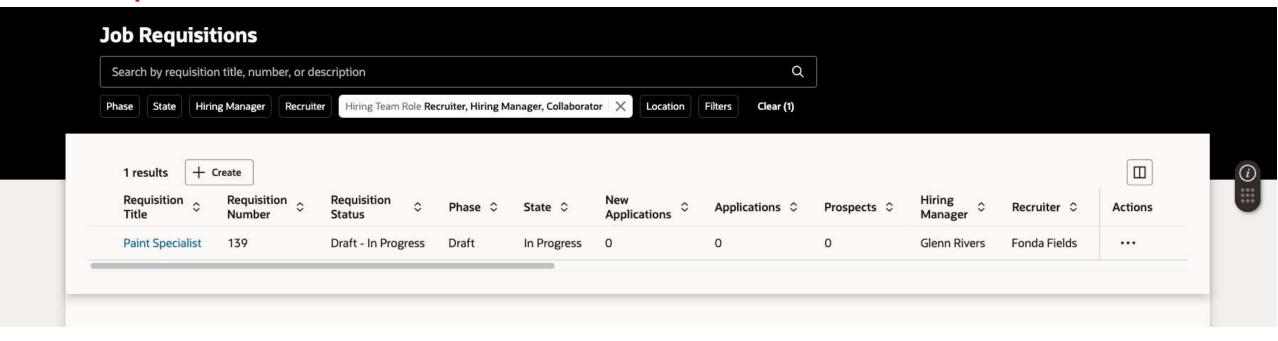




Click Save and Close

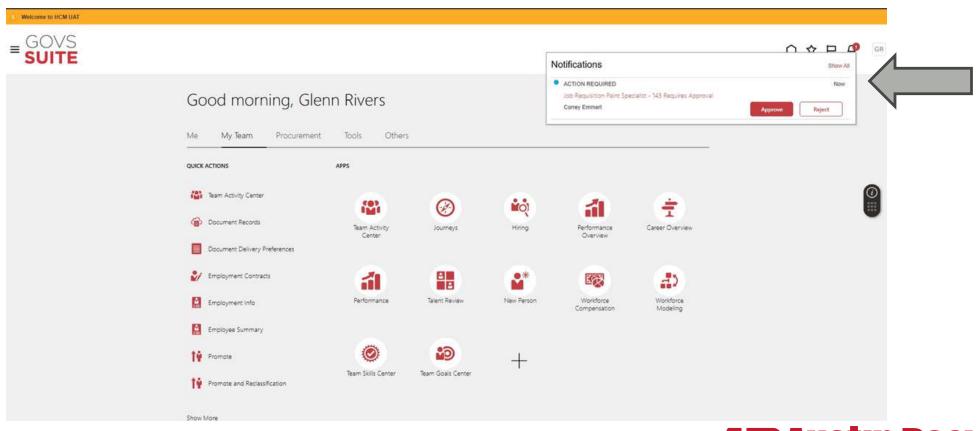


Requisition in Progress – you can now see your Requisition on the Job Requisitions page. It will show the status of the Requisition



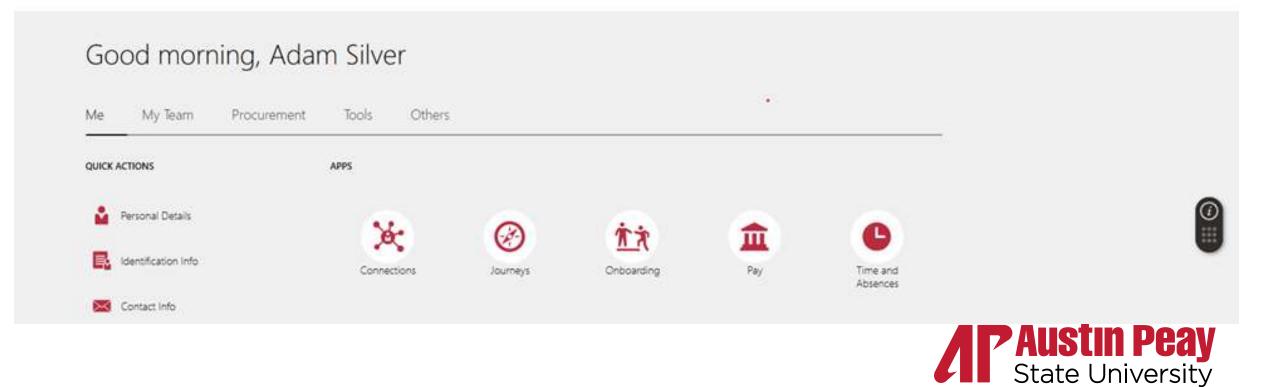


Requisition in Progress – you will receive notification that the requisition has been created & requires approval





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



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Approval Workflow

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.



Human Resources Approves

Office of Institutional Culture Approves

Budget Approves

Grants Approves (If Grant funded, if not it moves to next approver)

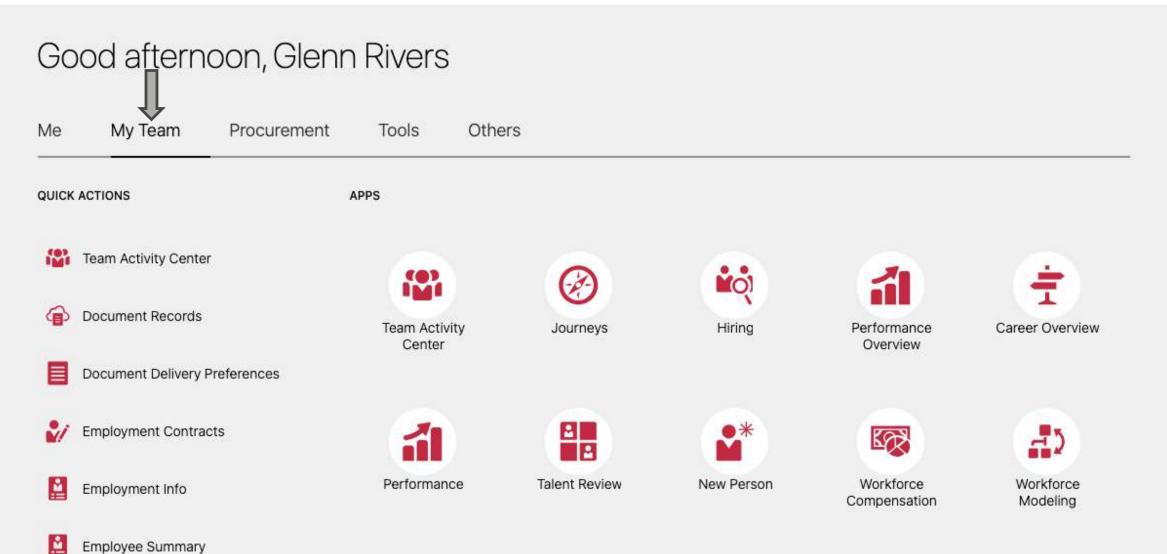
Department Head Approves

Hiring Manager Approves

Requisition Approval Workflow

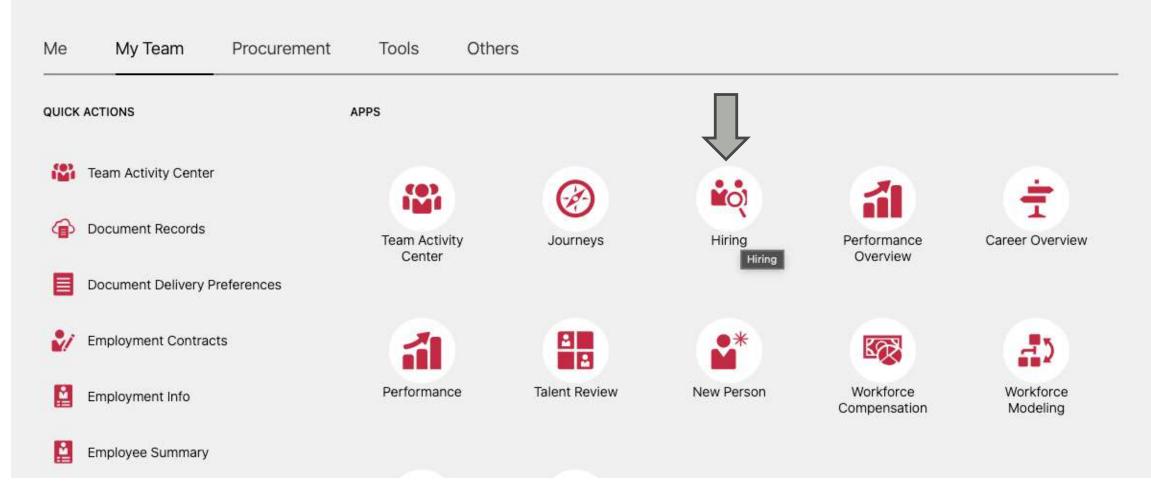


Click on My Team

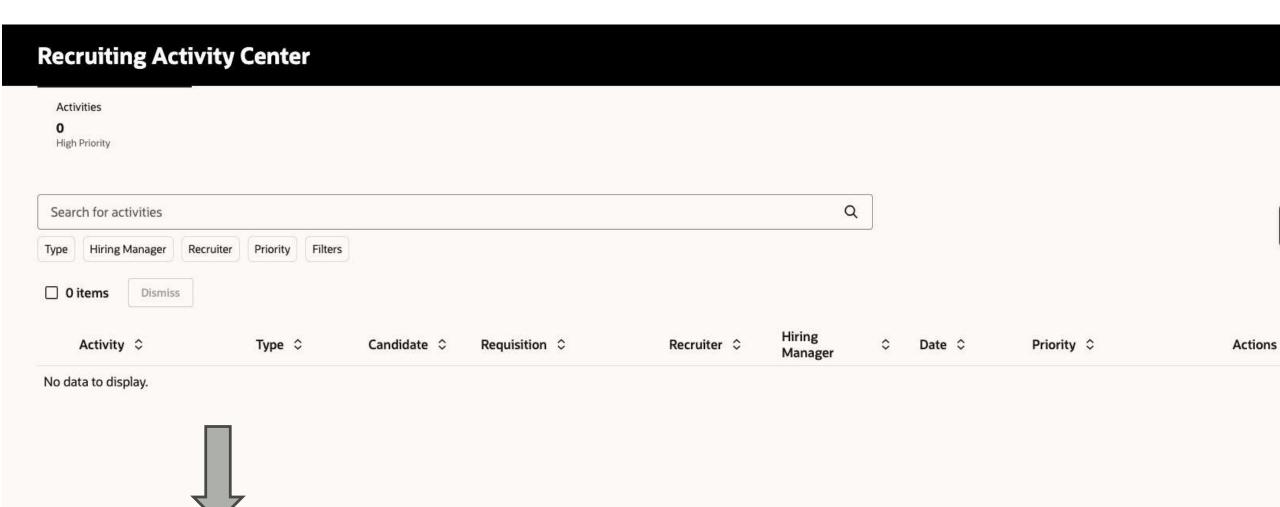


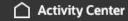
Click on Hiring

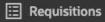
Good afternoon, Glenn Rivers



Click on Requisitions

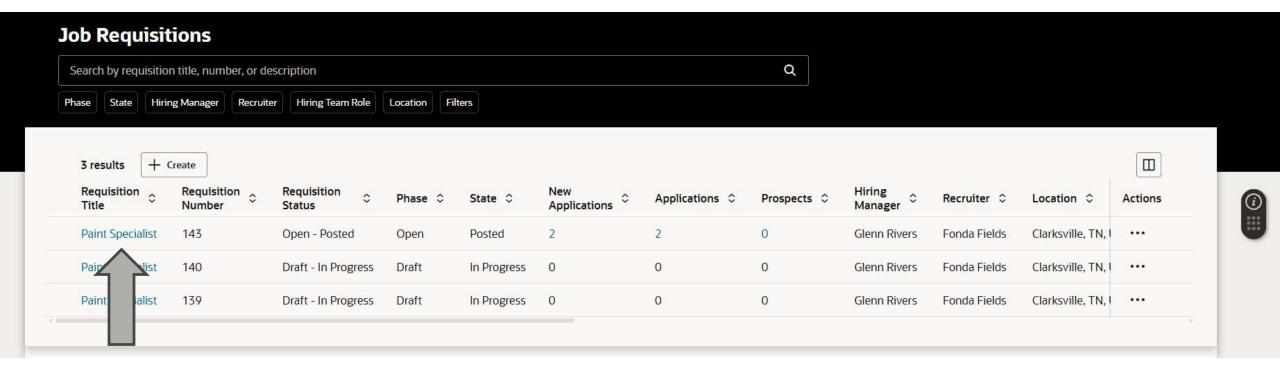






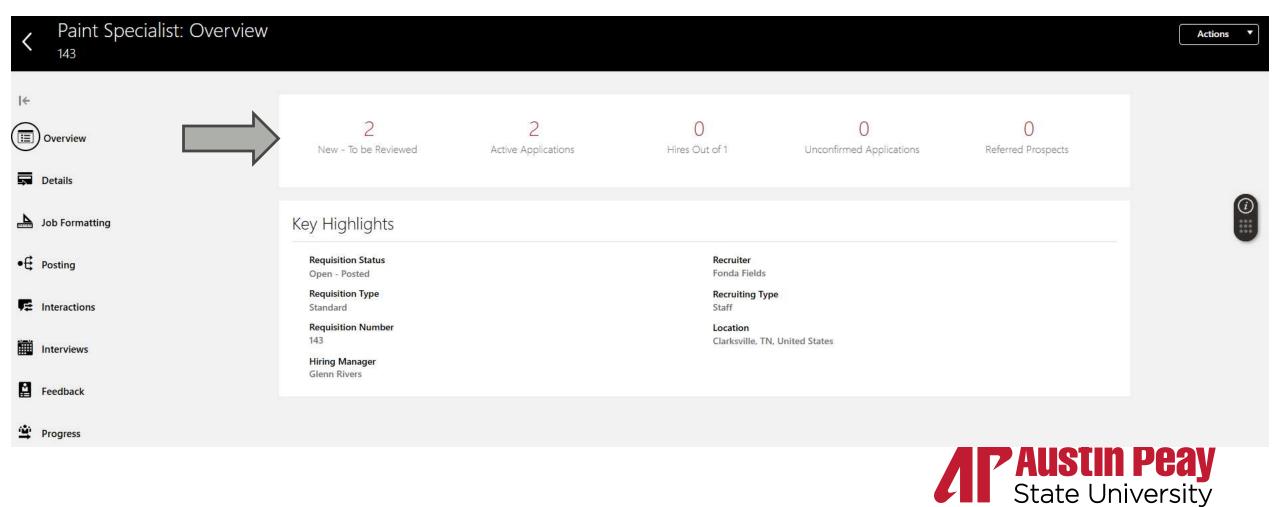


Choose appropriate Requisition



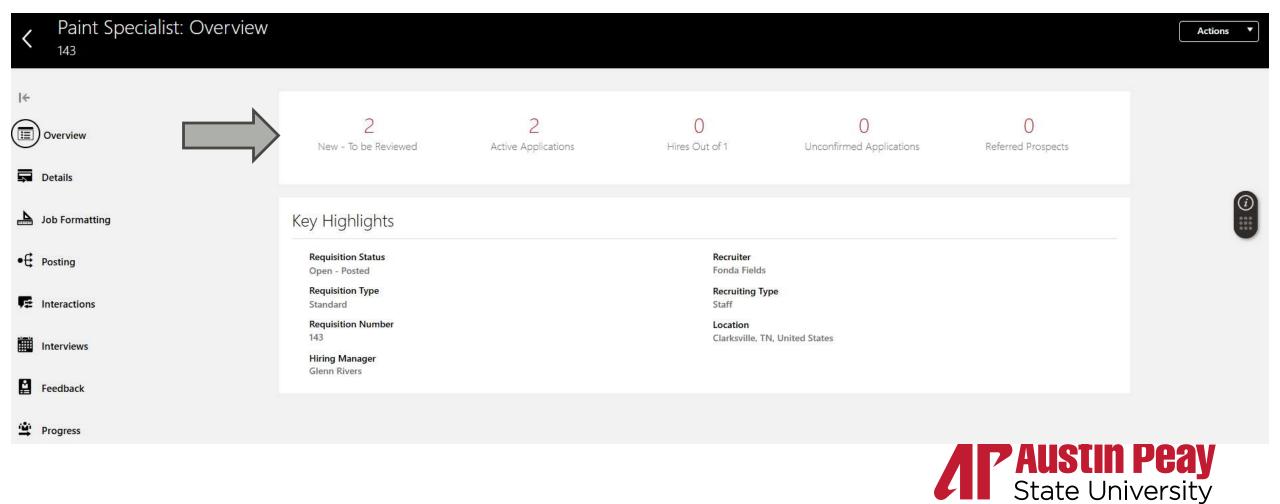


Applications can be found here



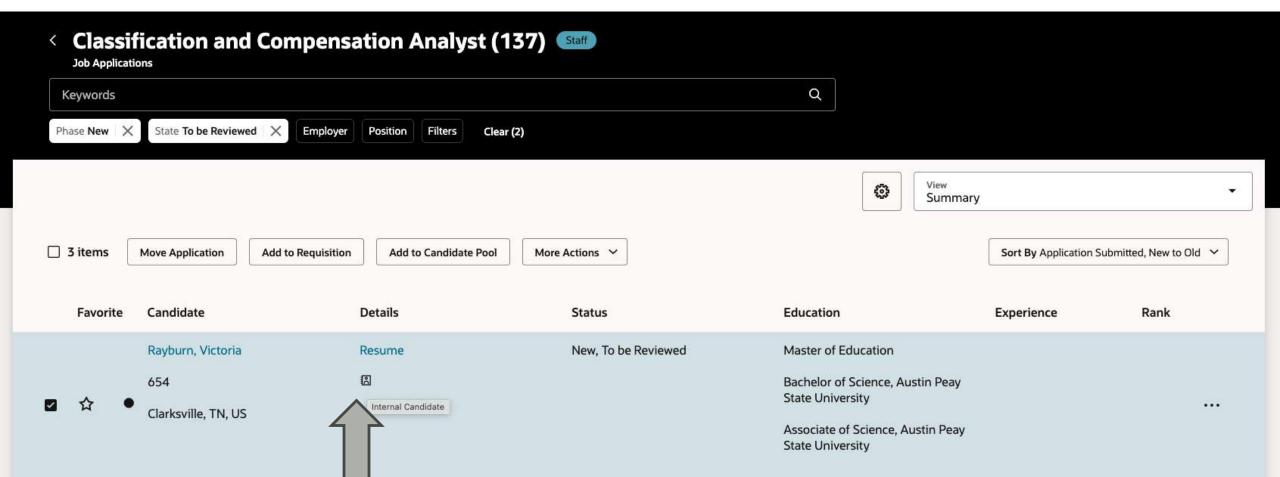
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Click on New – To be Reviewed to see new applications

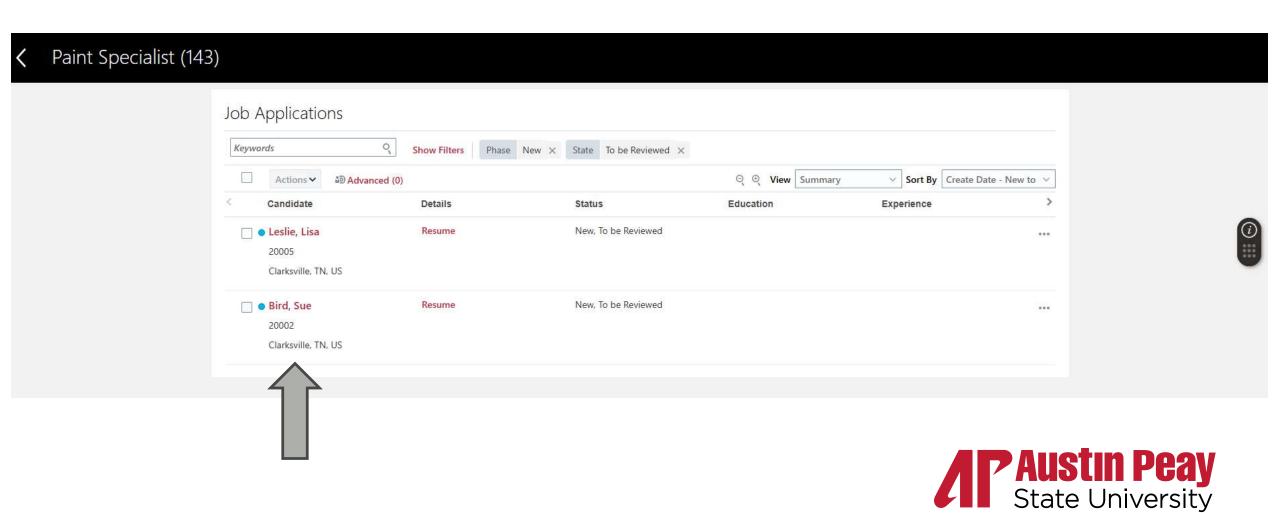


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Any internal applicants will have a symbol in the pool that lets you know they are an internal candidate

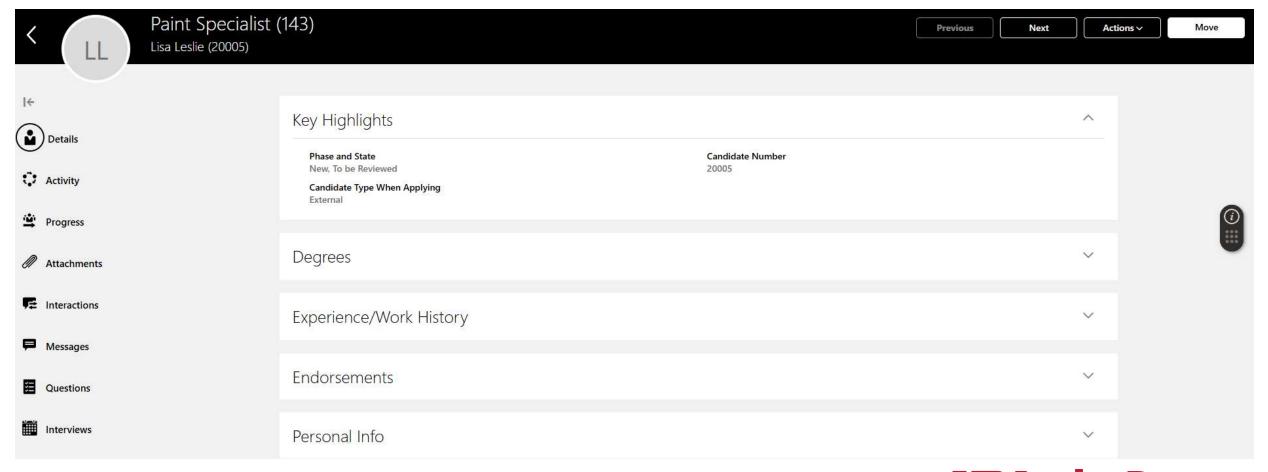


New Job Applications. Click on name to see details.



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Candidate details.







Candidate Phases and States

Phase

New

States

- o **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

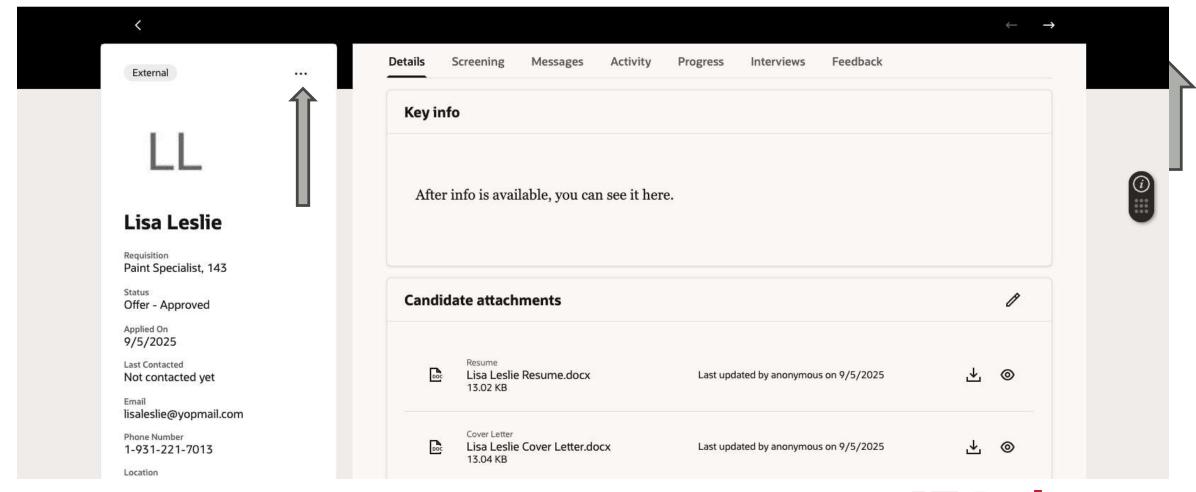
Interview and Selection

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

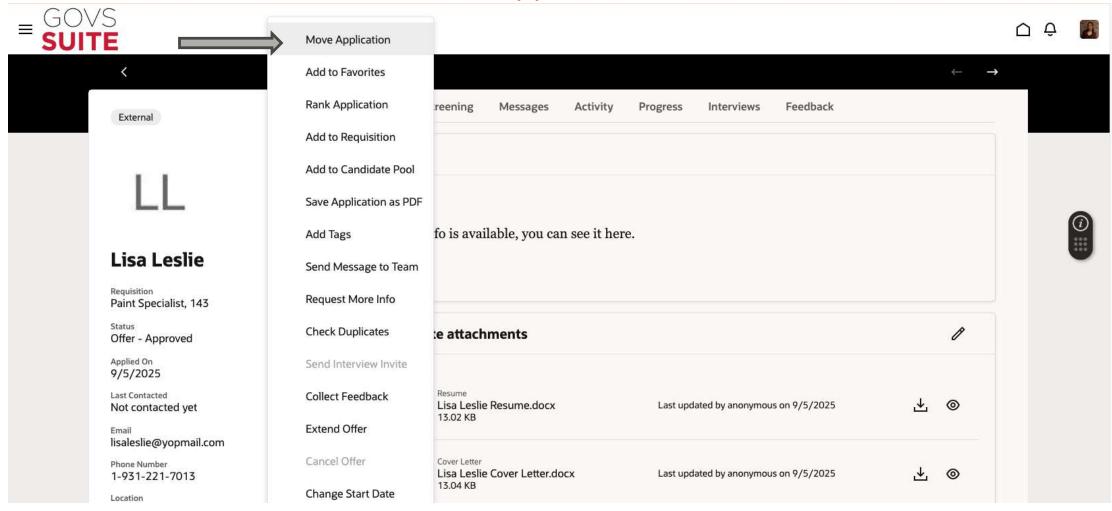


Move Candidate for all phases and states in hiring process. Click the 3 dots.



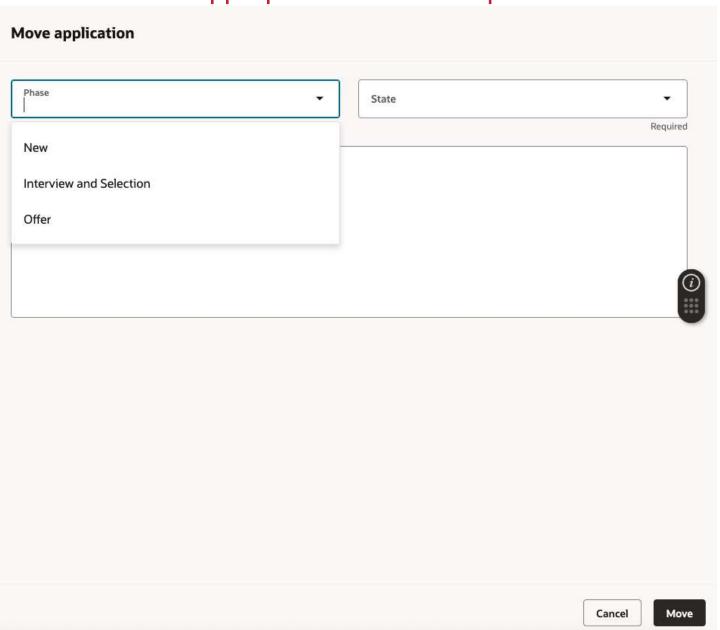


Click on Move Application



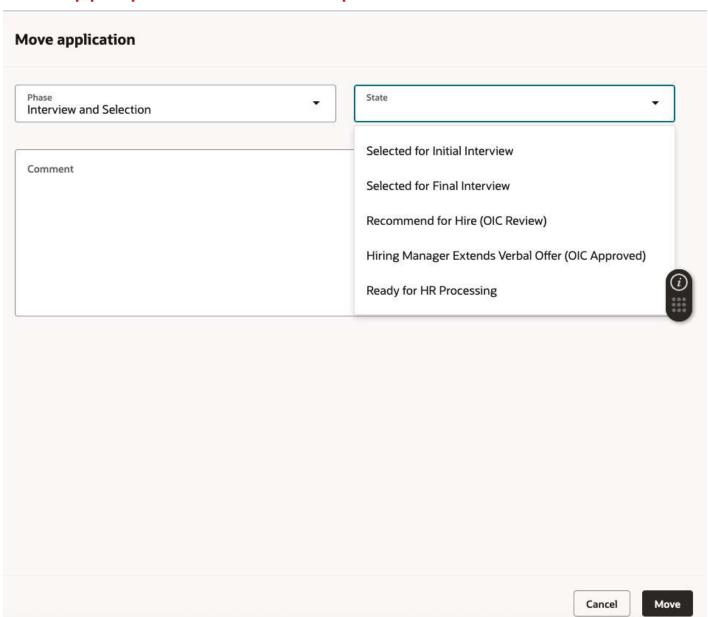


Choose appropriate Phase. Example: Interview & Selection



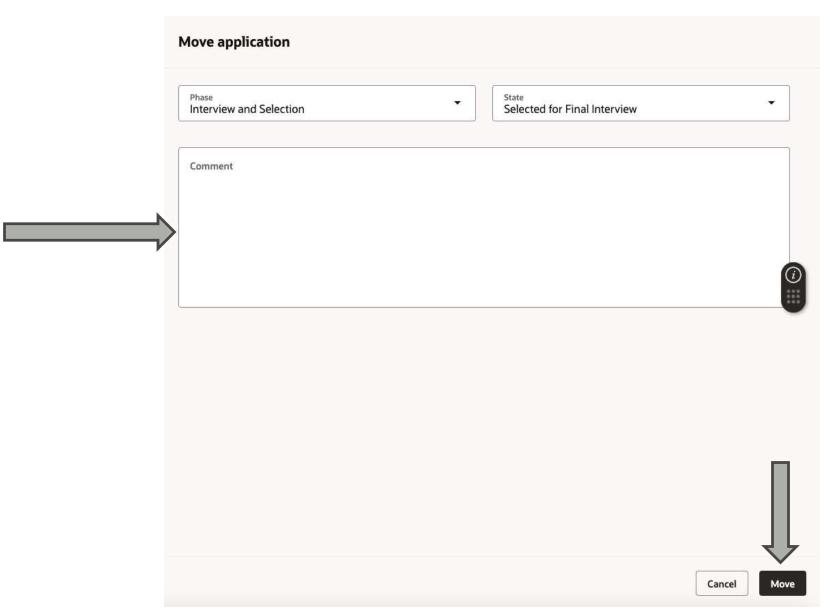


Choose appropriate State. Example: Selected for Initial Interview.



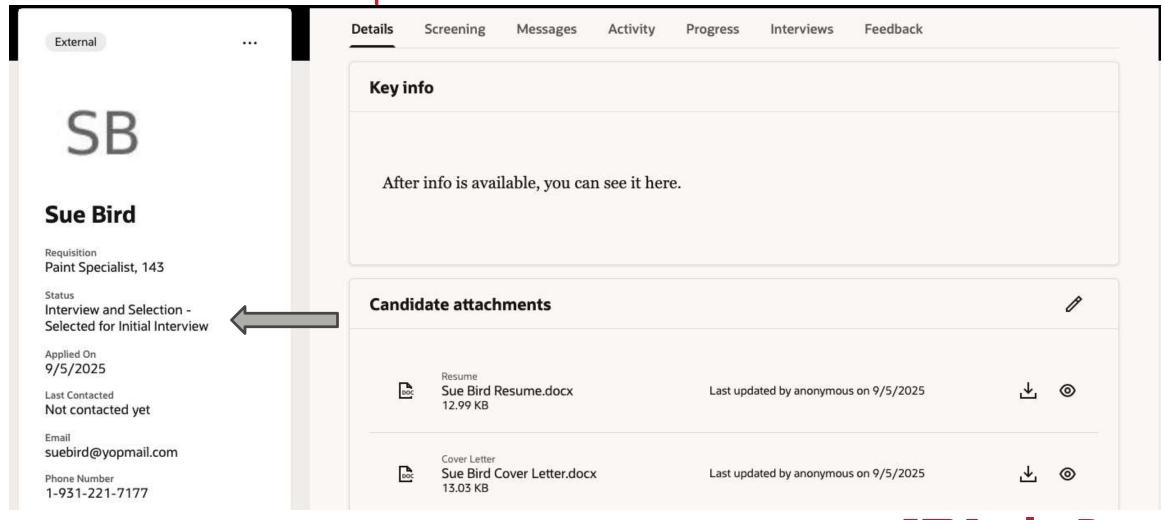


Add comment. Click Move.





Candidate's status is updated.





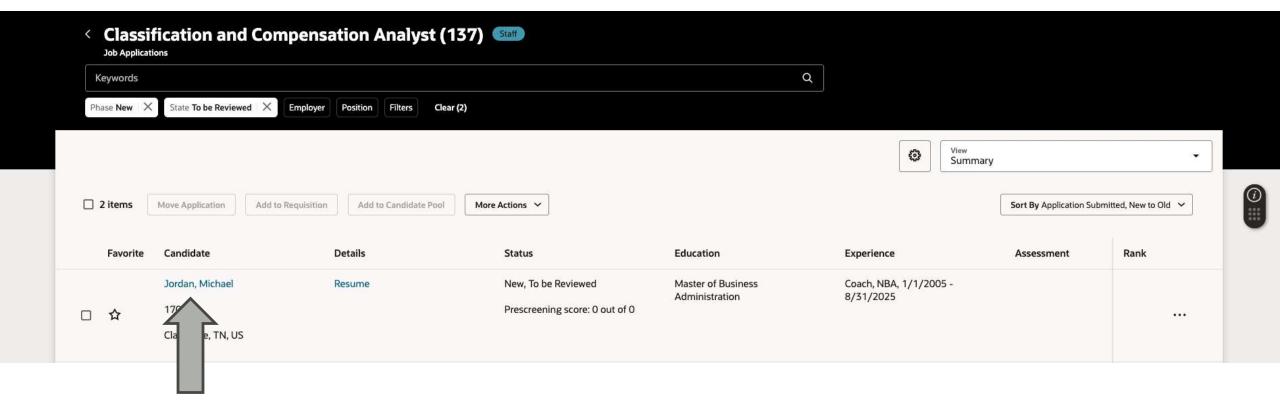
Candidate's status can be returned to prior status if updated in error.





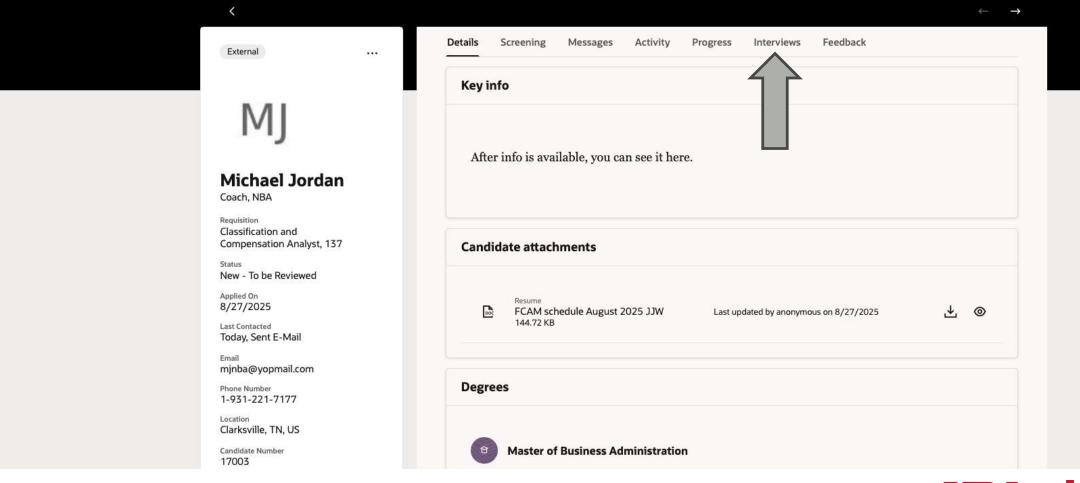


Click on applicant name





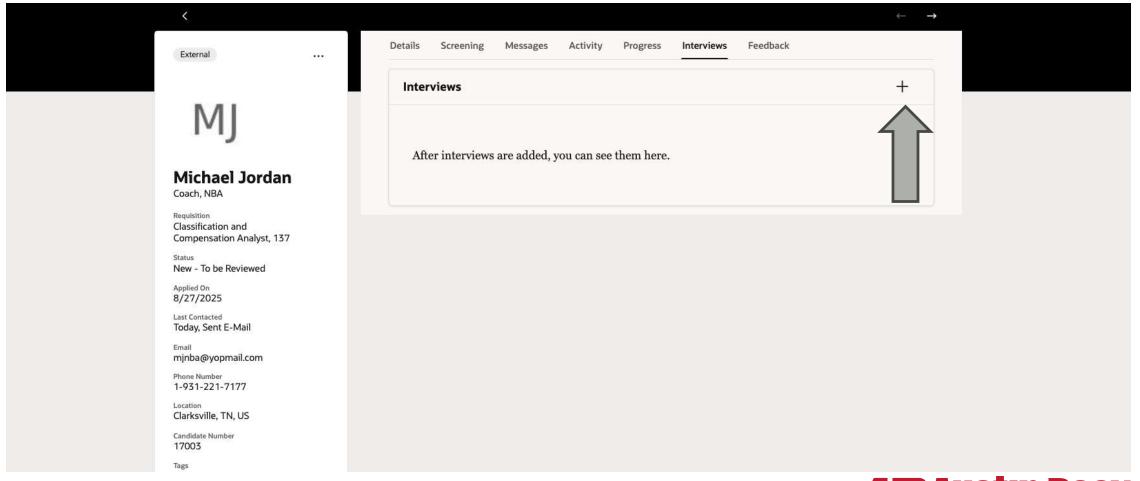
Click on interviews





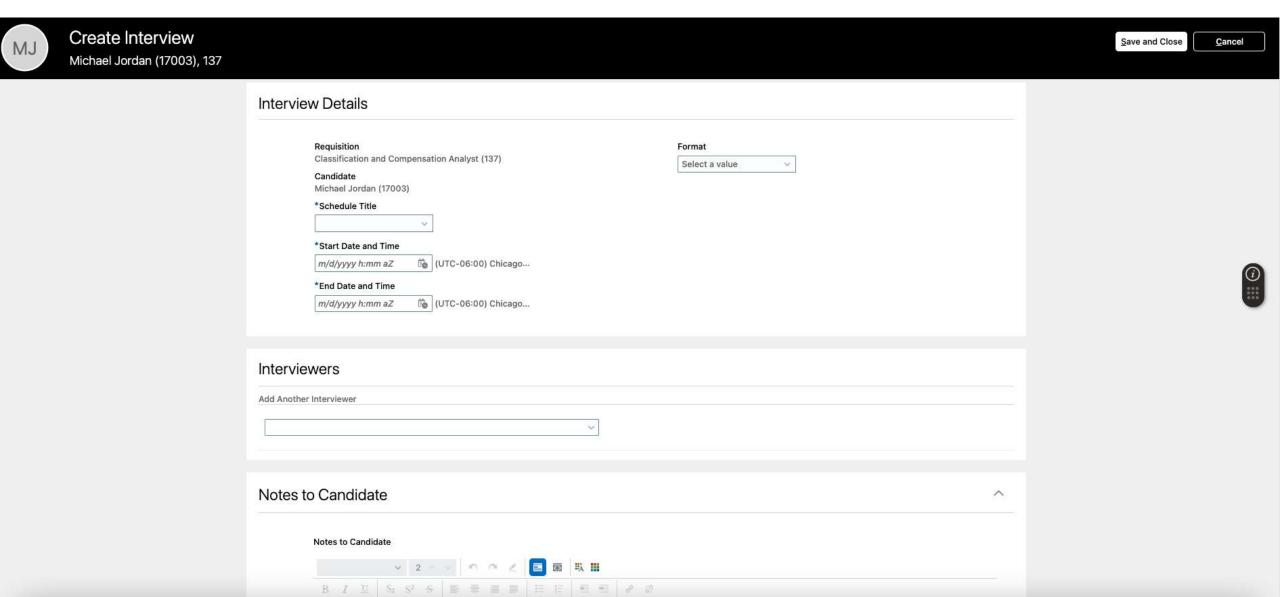


Click the plus symbol

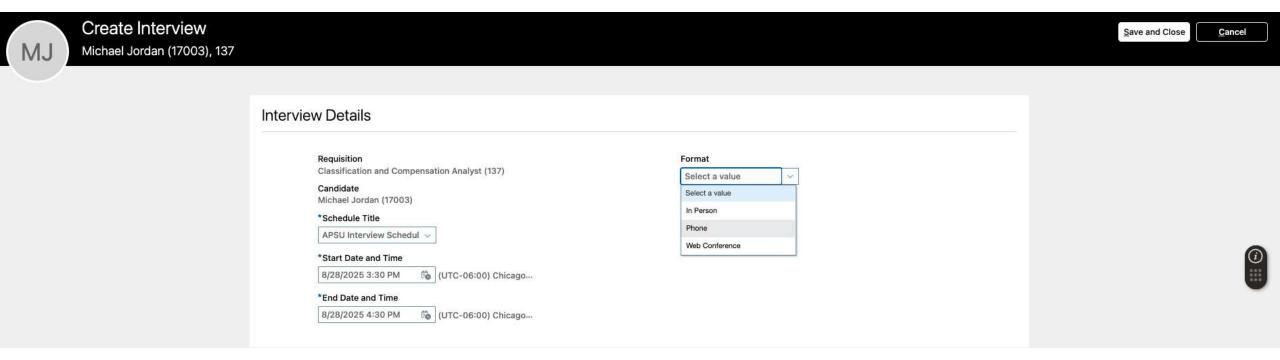




Select interview schedule, meeting time and format

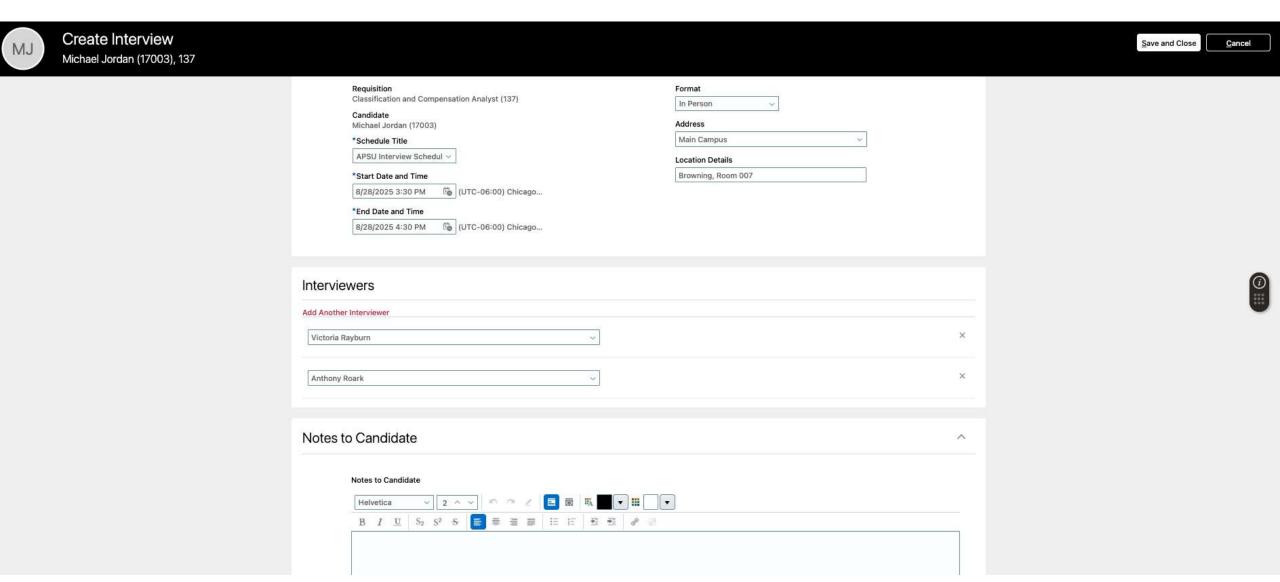


Format can be in person, phone or web conference

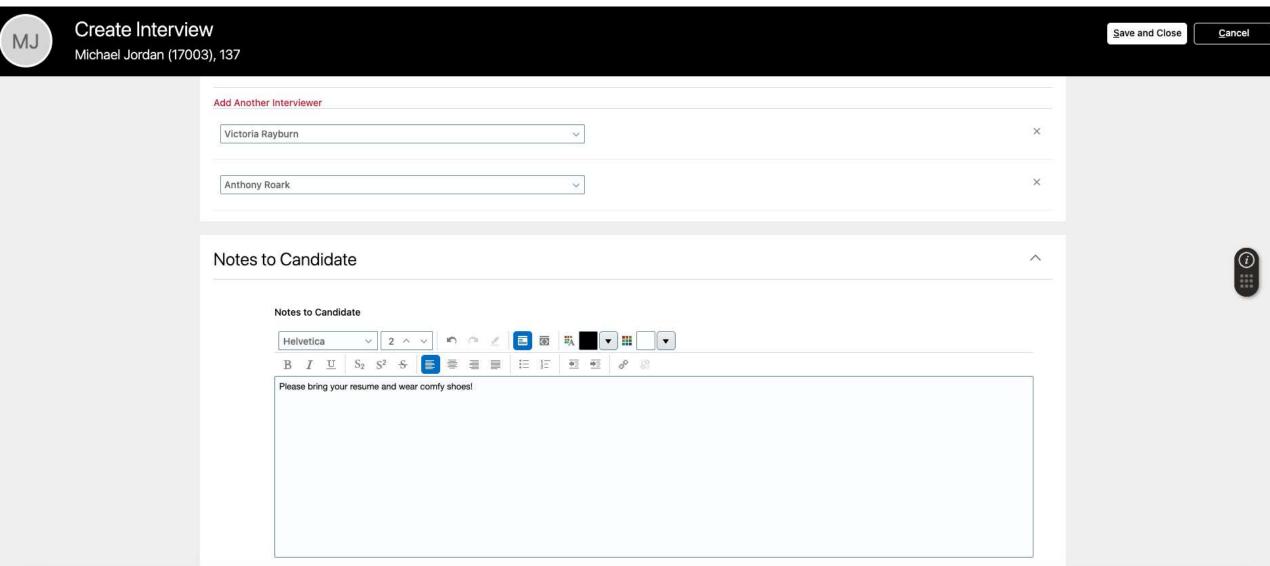




Add interviewers



Add any notes if needed, then save and close



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

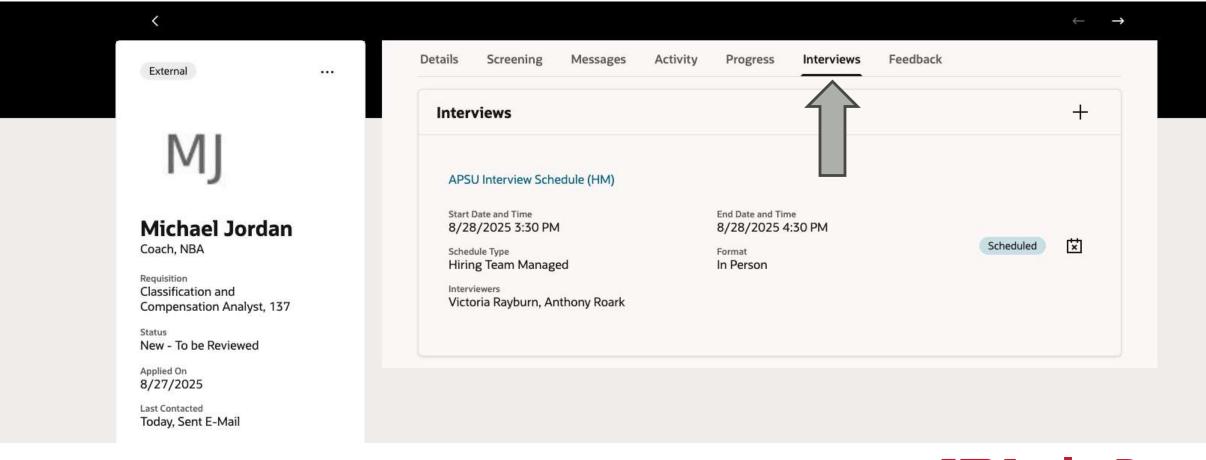
Browning, Room 007

Thank you.

Click the calendar link to download an attachment that you can add to your calendar.



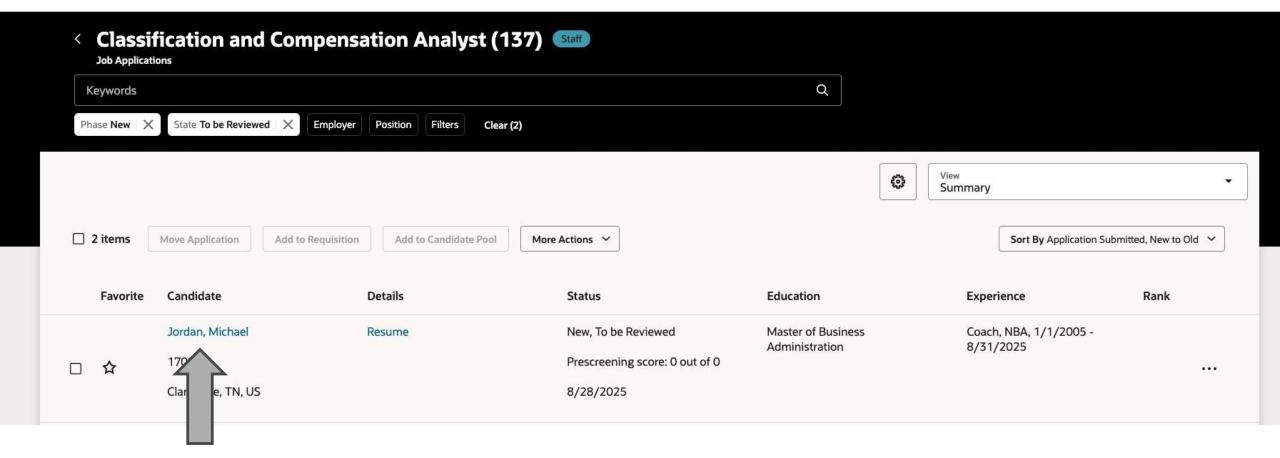
The interview will now show in the interview tab





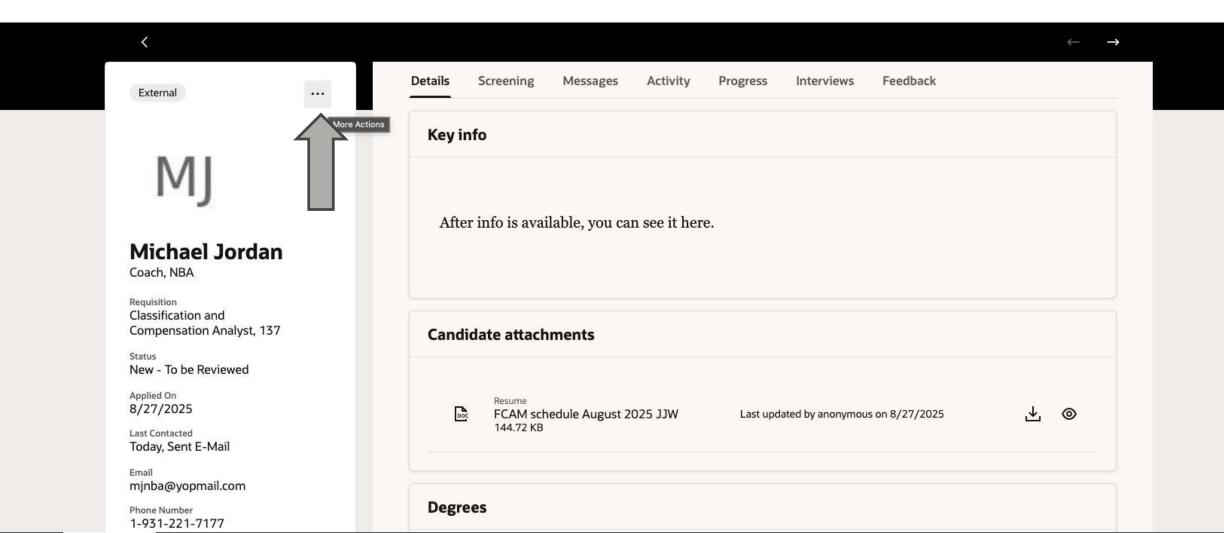


Click on applicant name

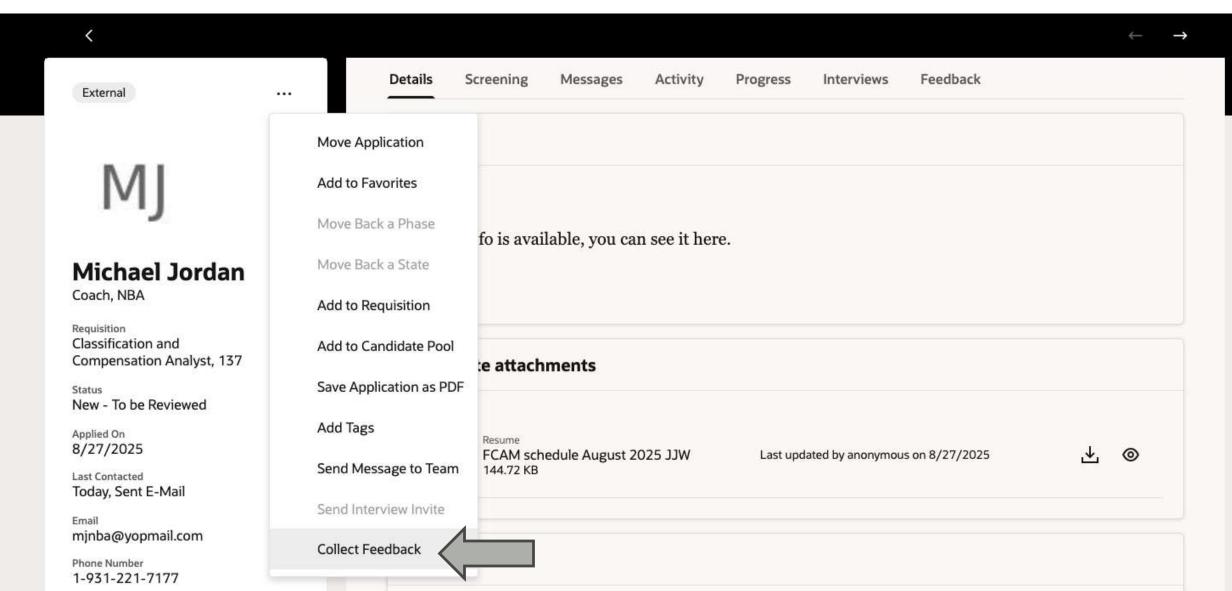




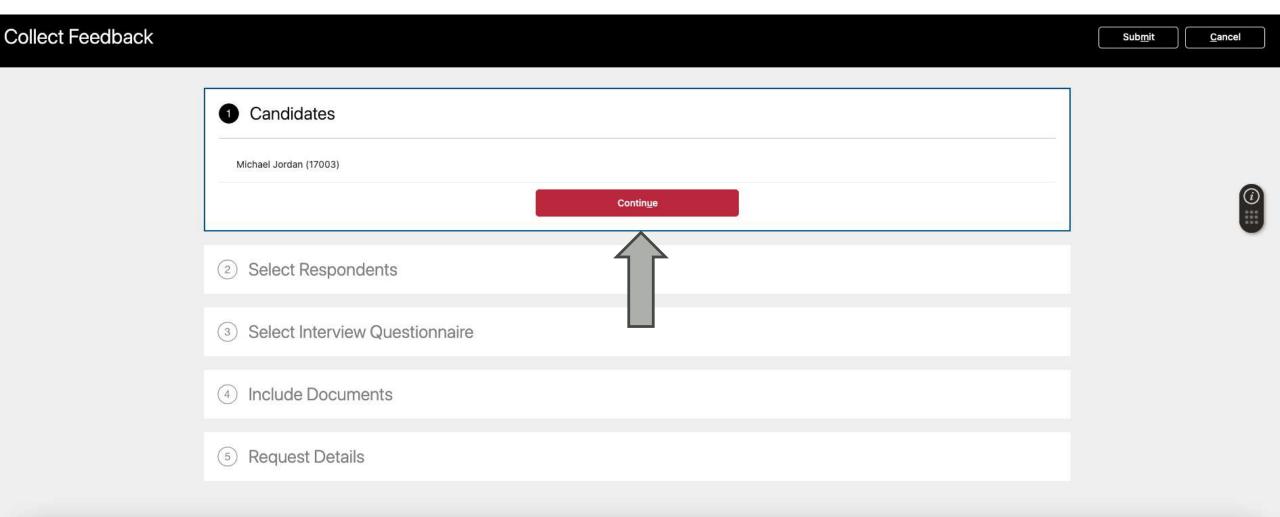
Click on the 3 dots



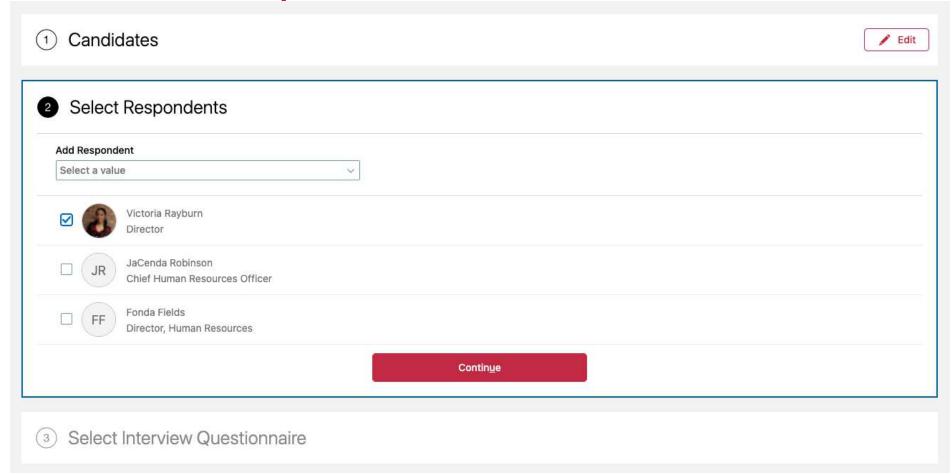
Click Collect Feedback



Click continue

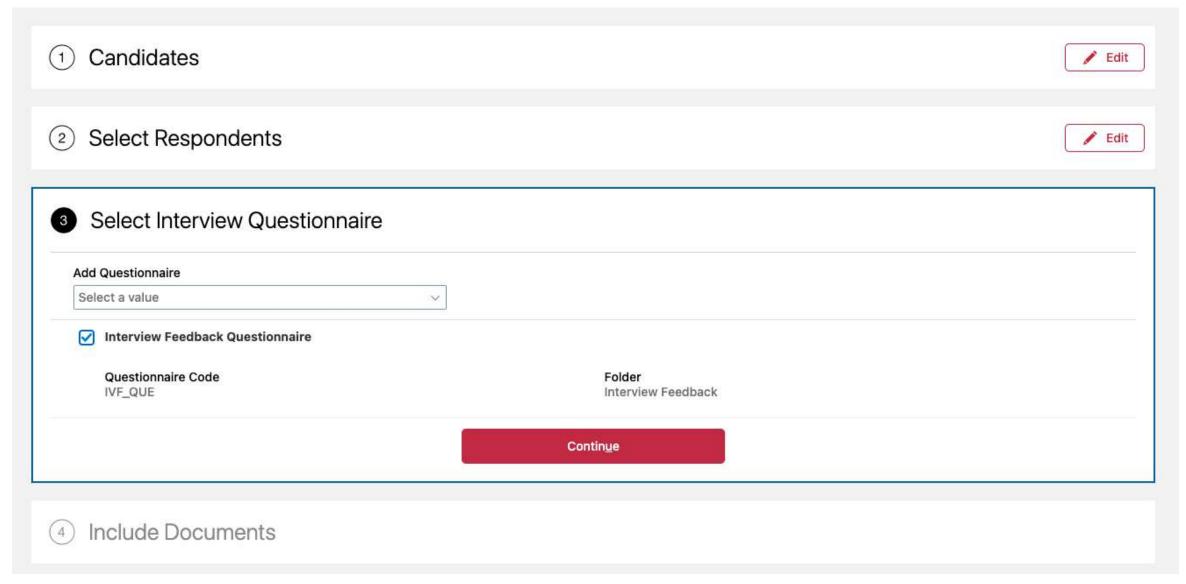


Select Respondents

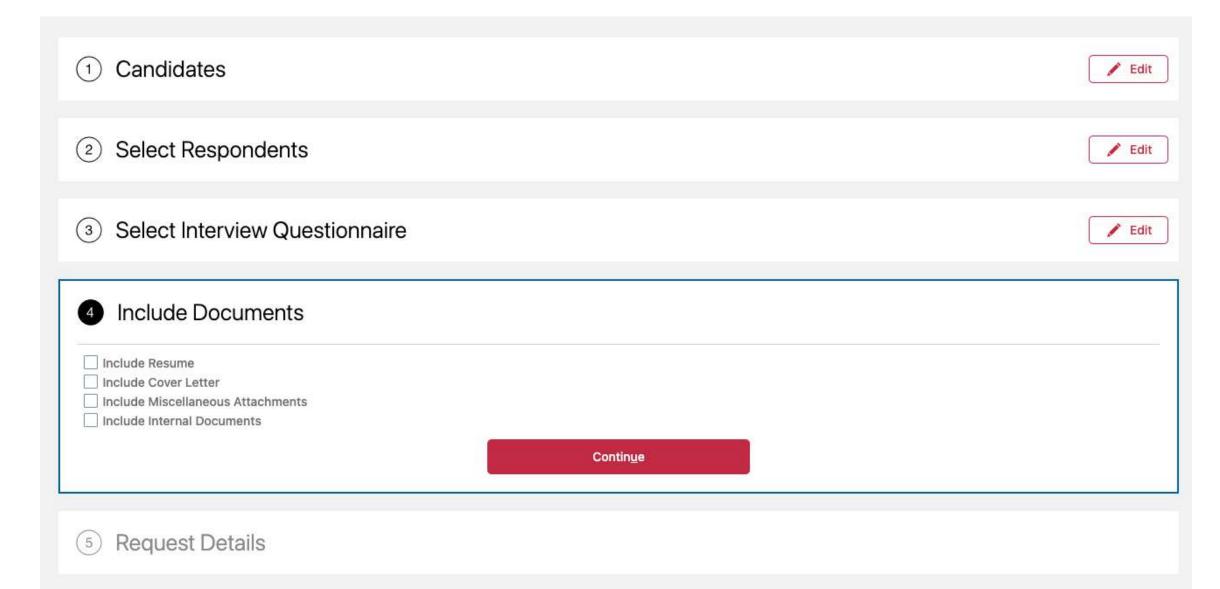




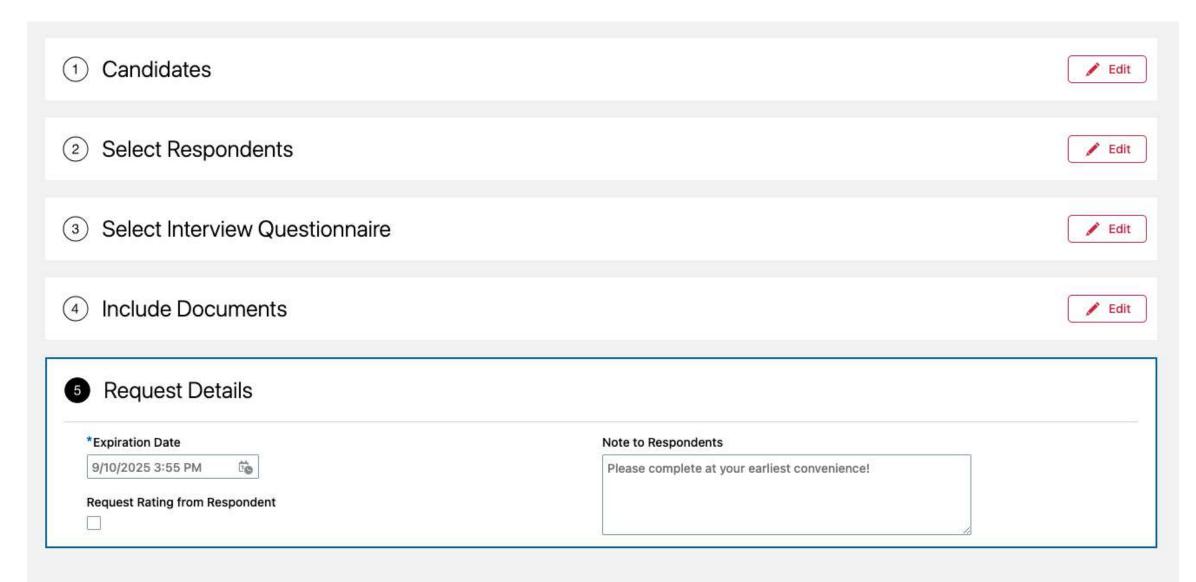
Select the interview feedback questionnaire



Select what candidate documents to include



Select expiration date and include any notes if needed



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

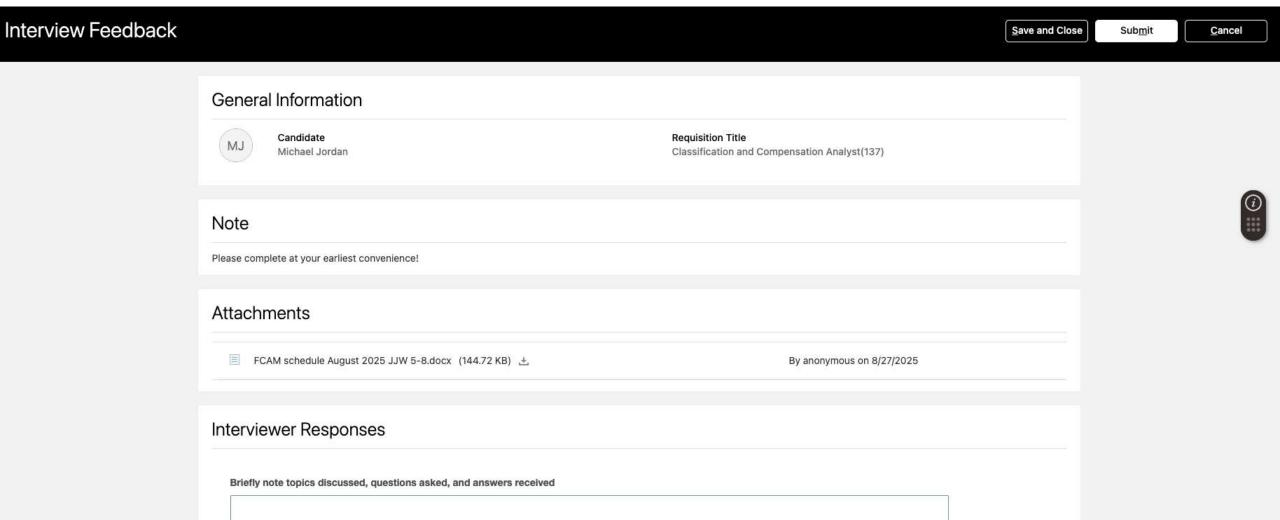
Interview Questionnaire: Interview Feedback Questionnaire Expiration Date: 9/10/2025 3:55 PM America/Chicago

Provide your feedback

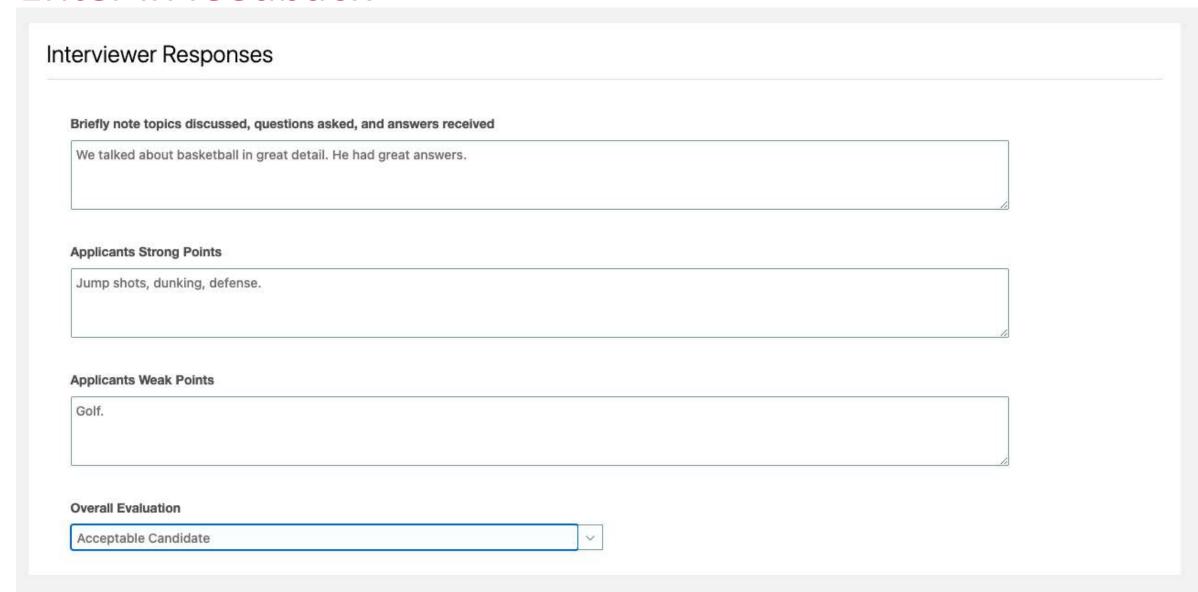
Thank you.



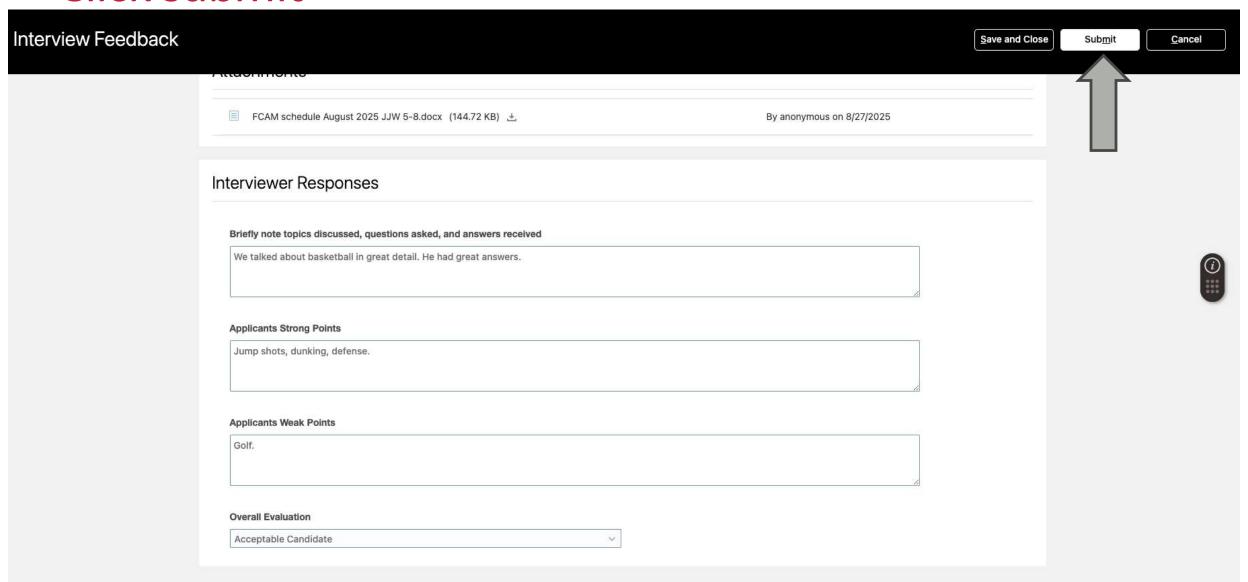
Interview Feedback page



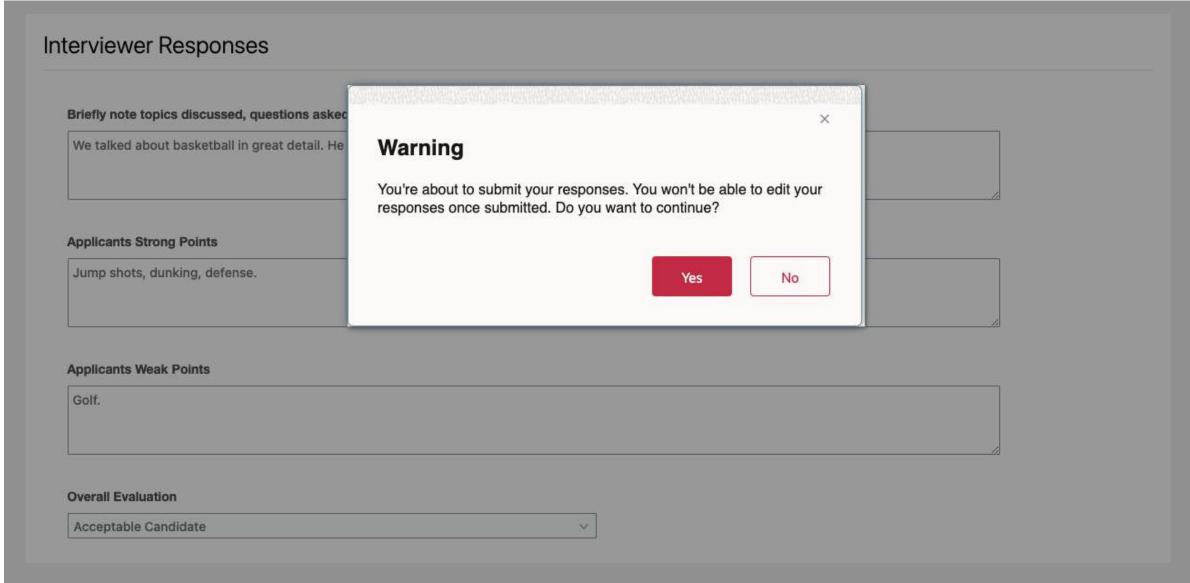
Enter in feedback



Click submit



Click yes



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

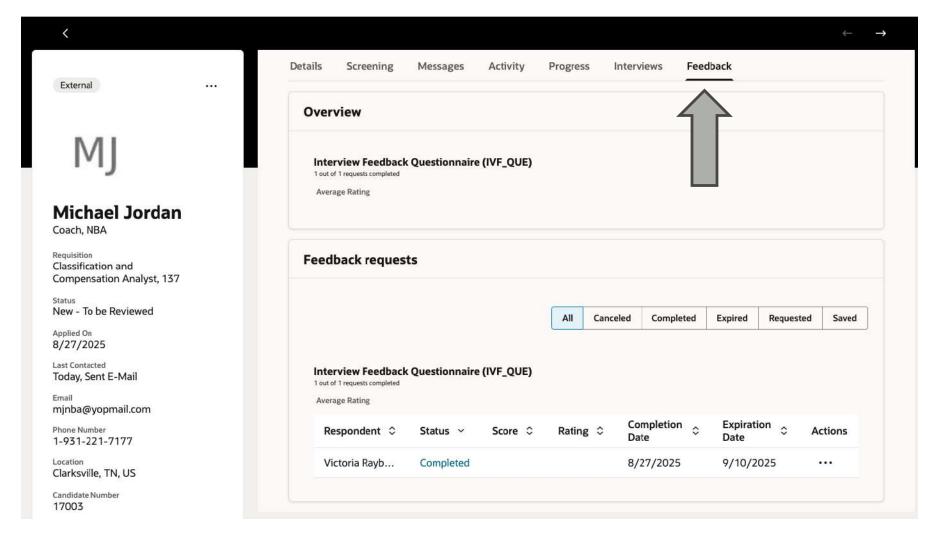
Respondent: Victoria Rayburn

Review the feedback

Thank you.



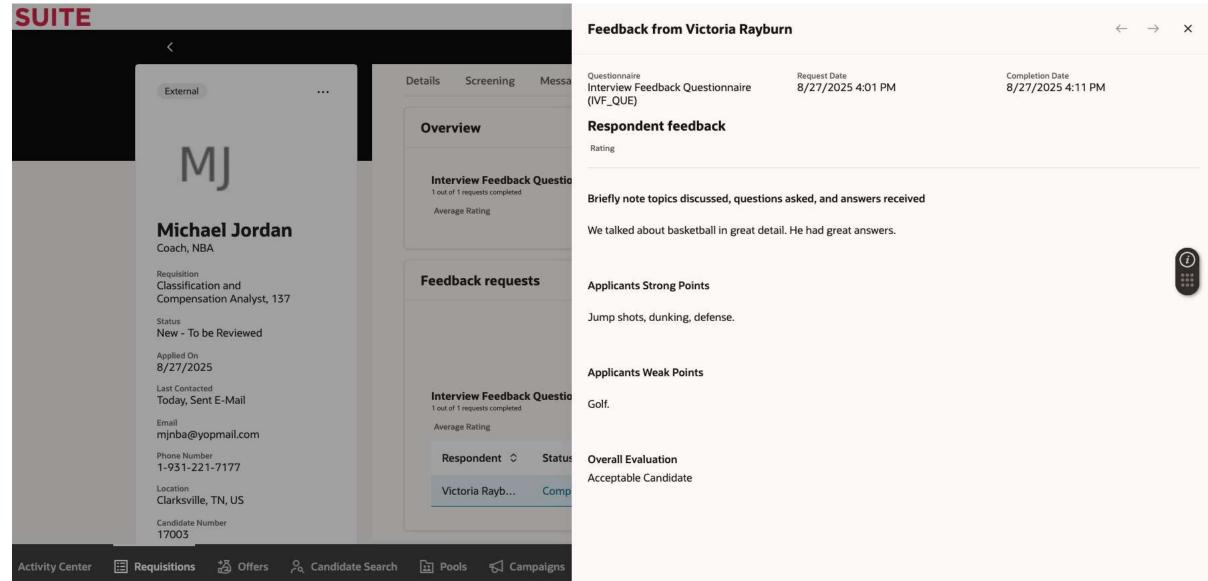
On the applicant's page – click on feedback





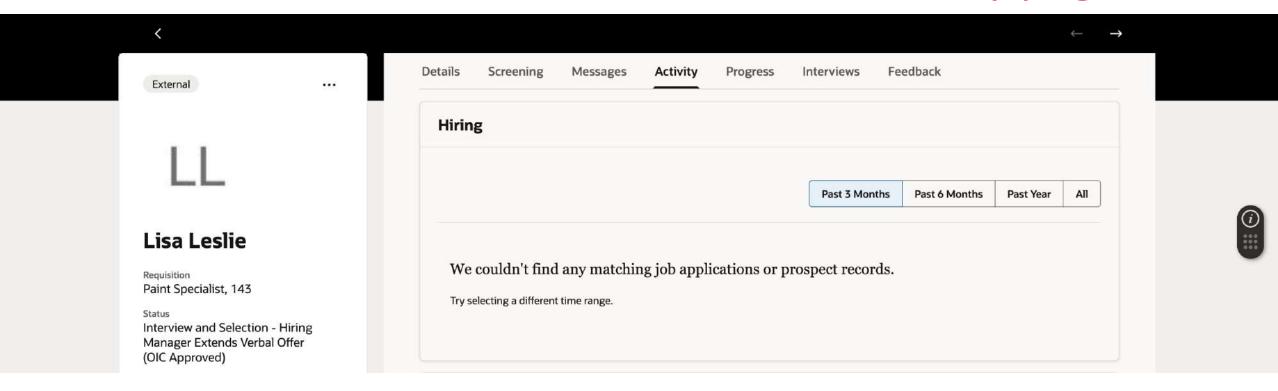
You can then see all of the feedback that has been submitted thus

far



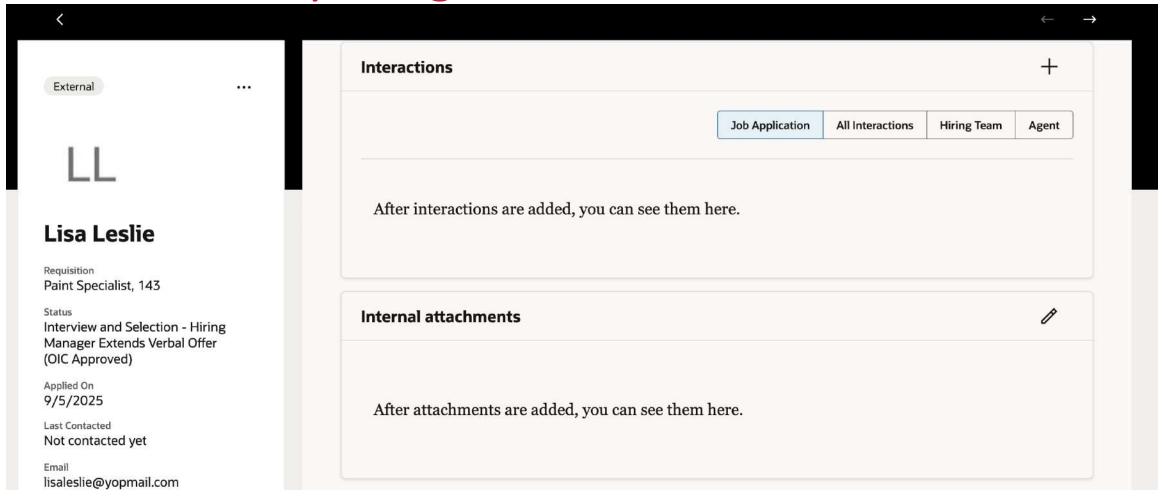


Attach reference checks to candidate's activity page



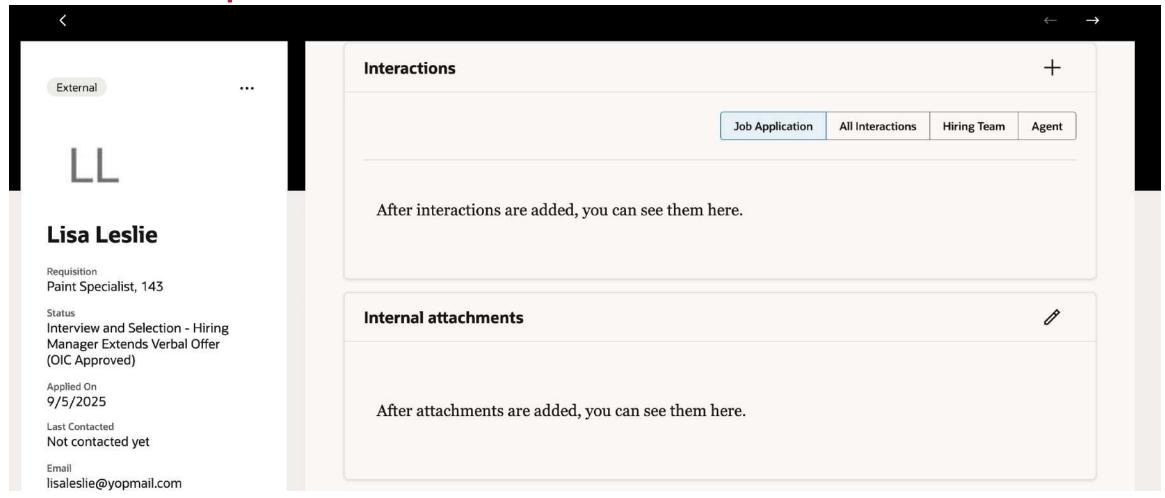


Under Activity tab, go to Internal Attachments





Click the pencil icon





Attach your documents and click save



Lisa Leslie

Requisition Paint Specialist, 143

Status

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

Applied On 9/5/2025

Not contacted yet

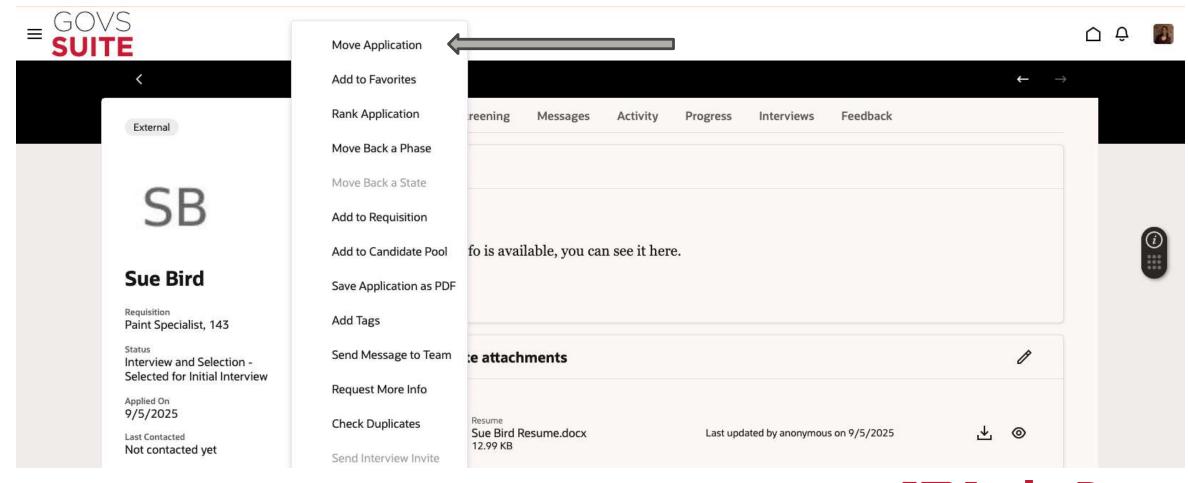
Email lisaleslie@yopmail.com

Phone Number



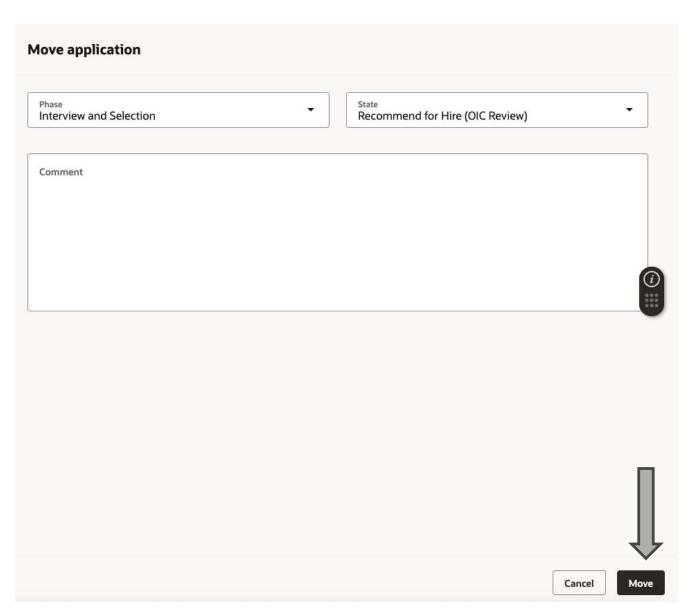


In Application, Click Move Application



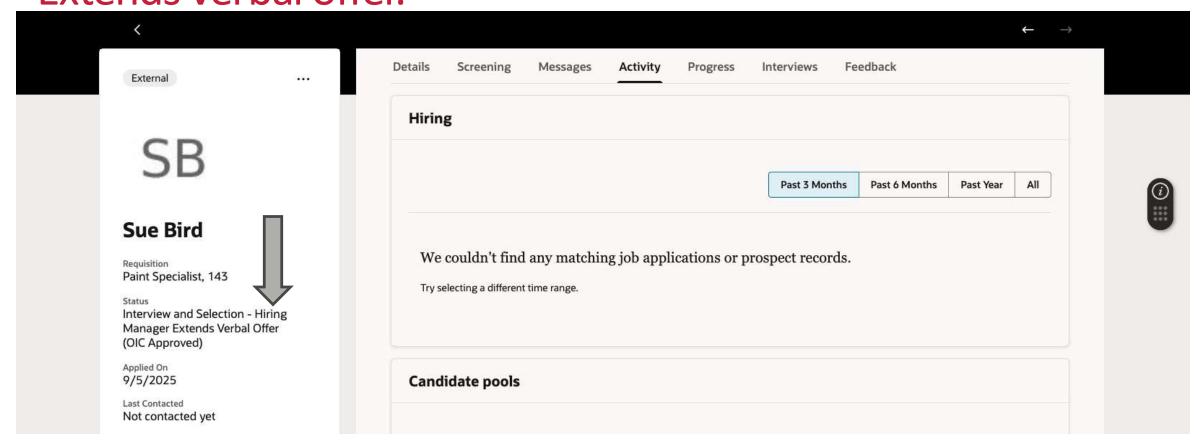


Choose Interview & Selection as Phase and Recommend for Hire (OIC Review) as the State. Click Move.



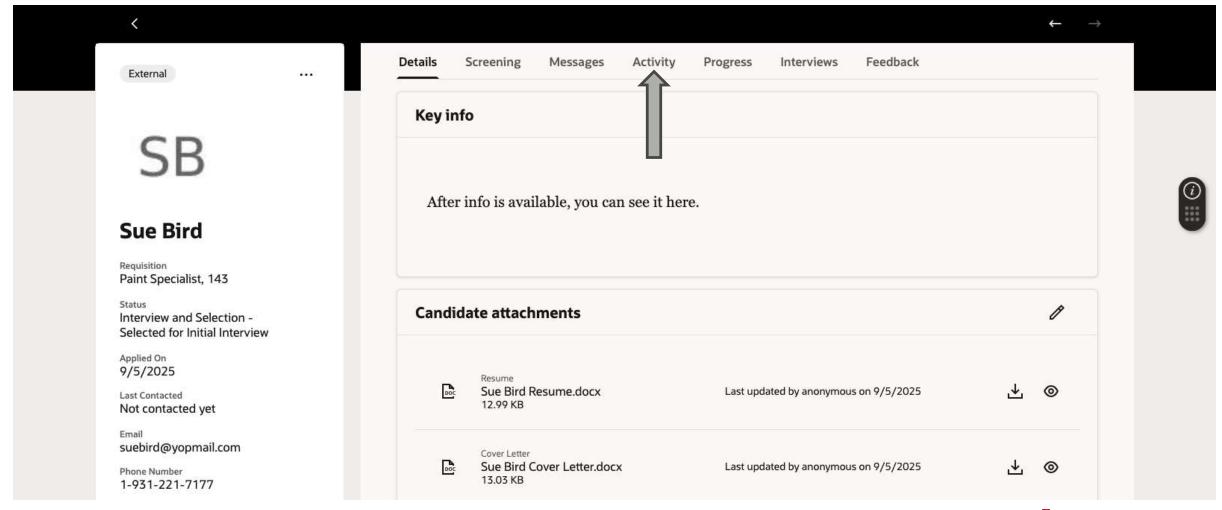


Hiring Manager will receive notification once OIC approves. Extends verbal offer.



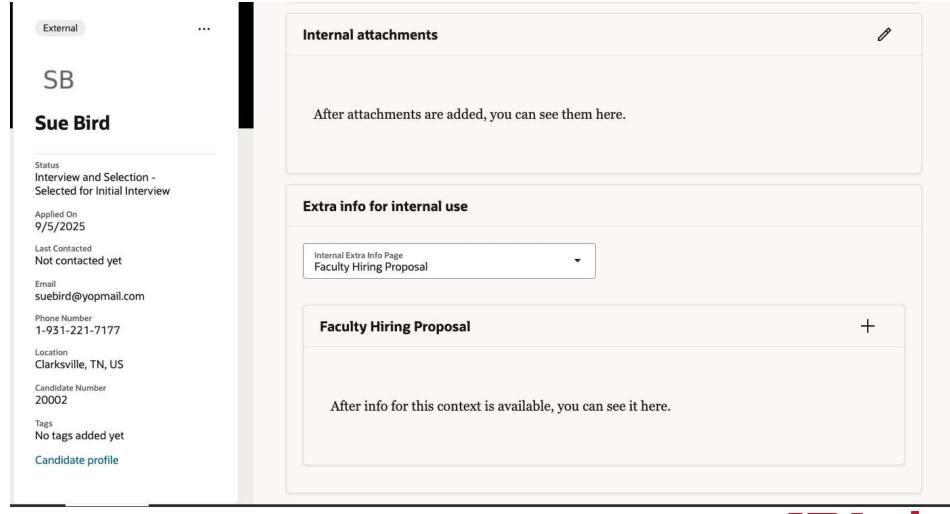


Navigate to Activity Tab



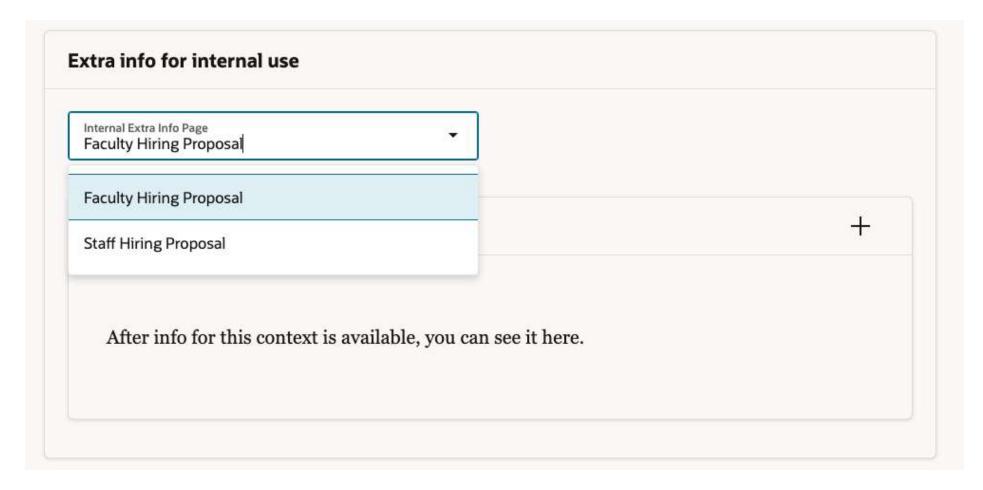


Scroll down to Extra info for internal use



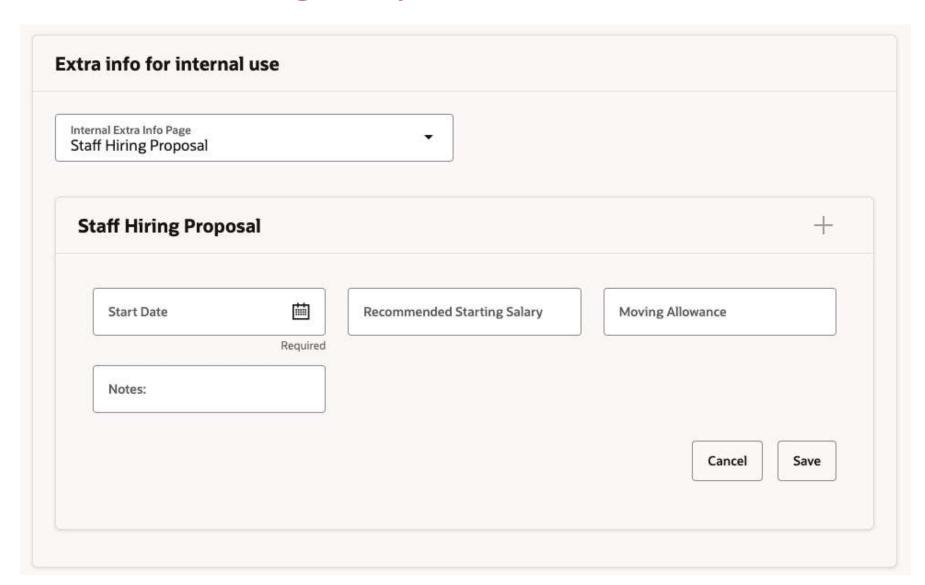


Select Staff Hiring Proposal, Click Plus Symbol



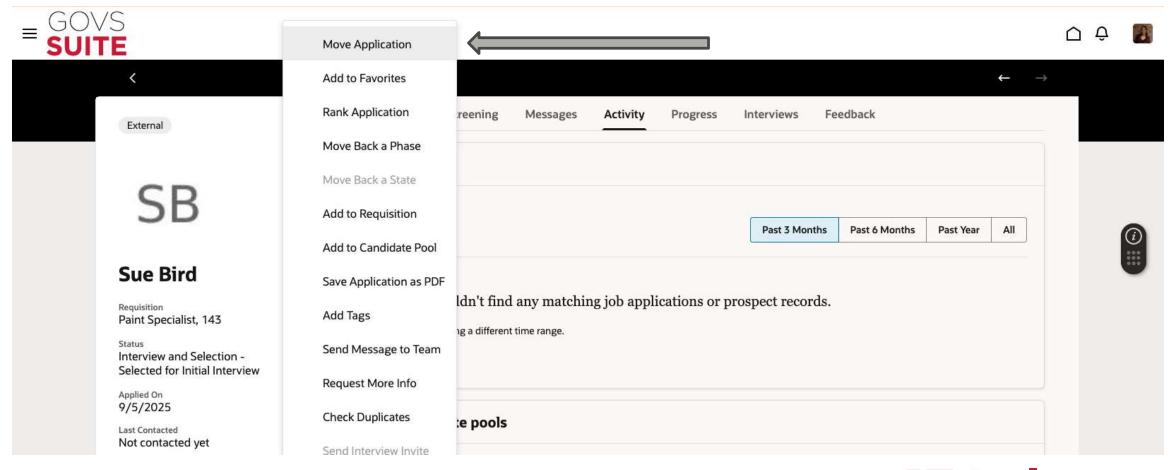


Enter Hiring Proposal Information and Click Save.





Click Move Application





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



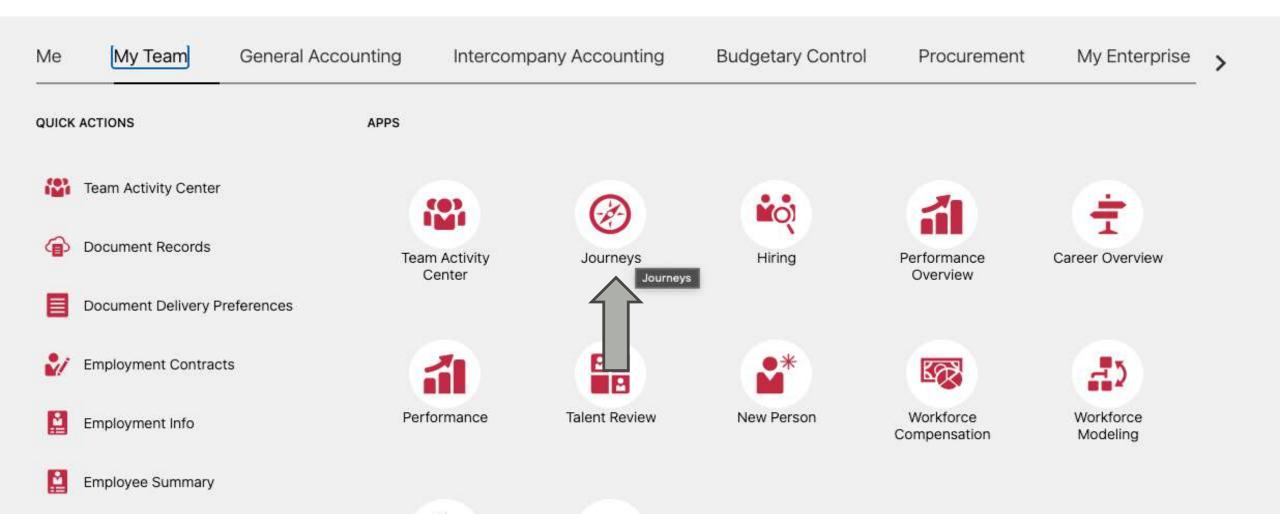


We now have Onboarding Journeys

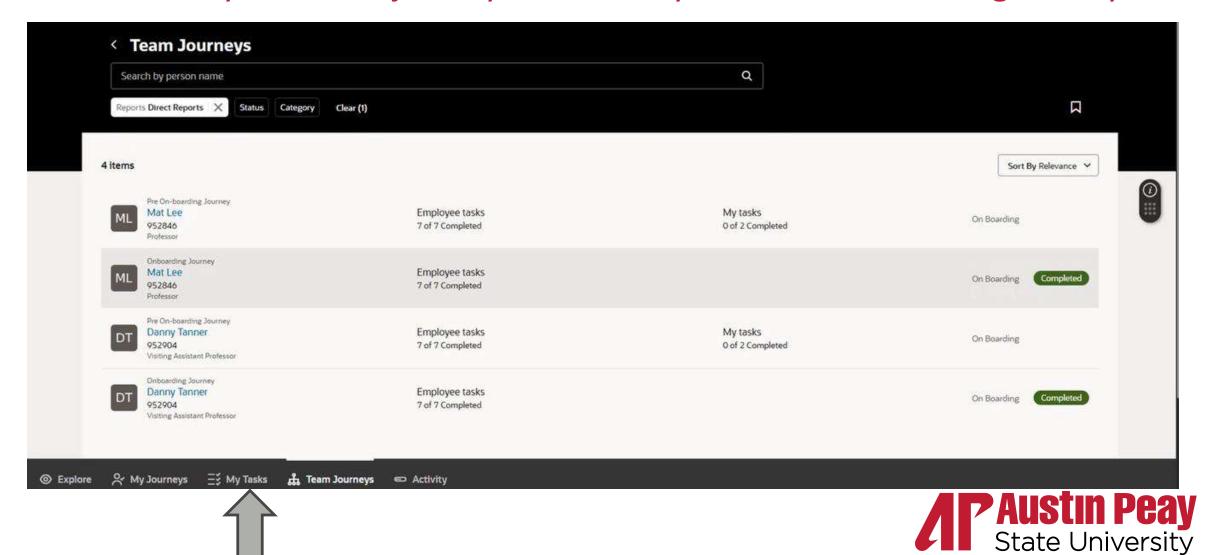
- An **onboarding journey** in Govs Suite is a structured, personalized experience designed to guide new hires through their first days at APSU.
- Tasks will automatically be assigned to new hires for them to complete.
- Hiring managers will be able to monitor these tasks and see what tasks their employee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

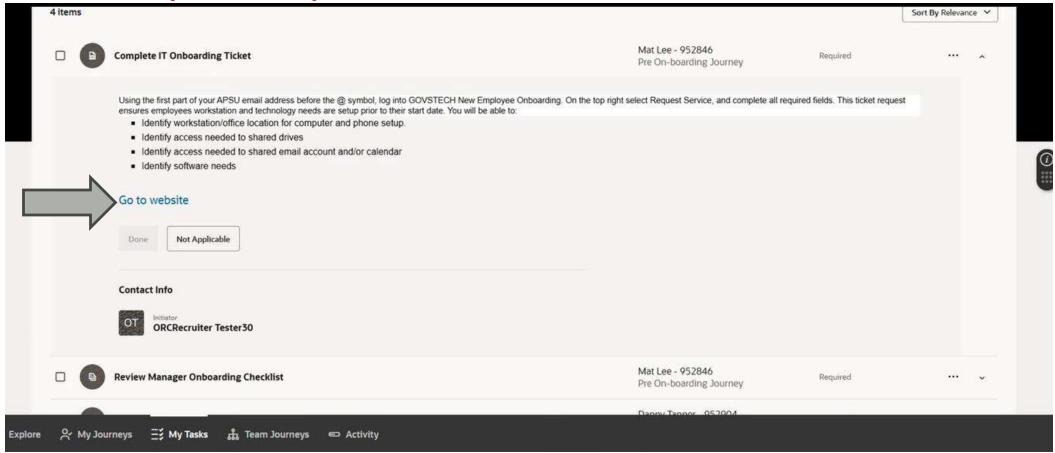


You will see your team's journeys. Click on My Tasks to see tasks assigned to you.



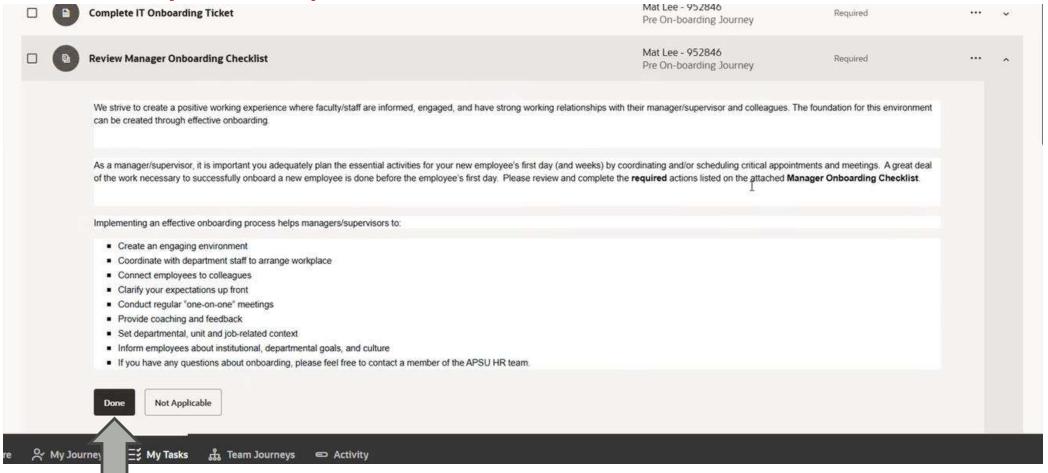
CLARKSVILLE (TENNESSEE

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





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







QUESTIONS?

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