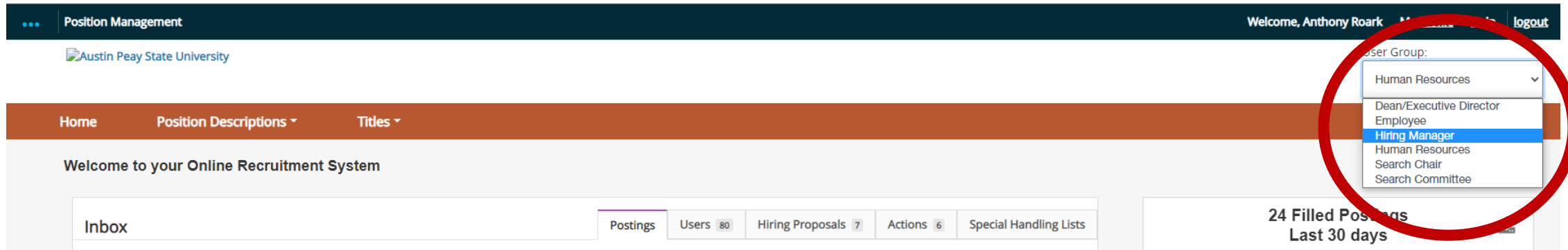


# Request to Interview for Staff Position

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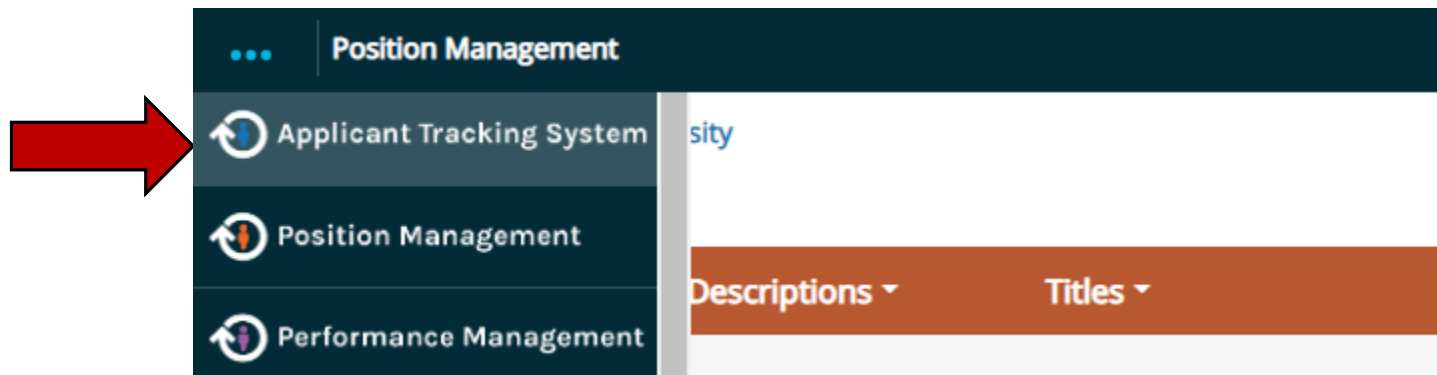
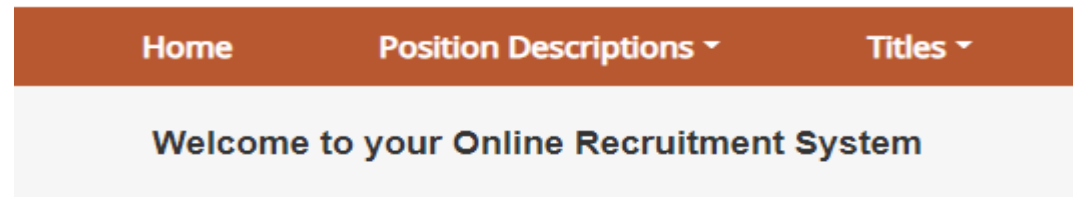
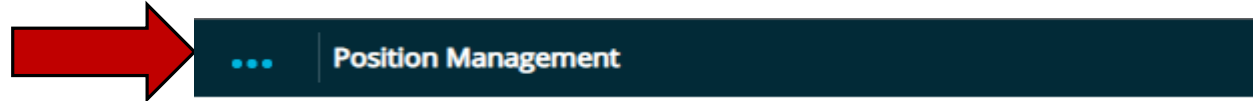
OFFICE OF HUMAN RESOURCES

# After Signing in to PeopleAdmin, make sure your user group is Hiring Manager



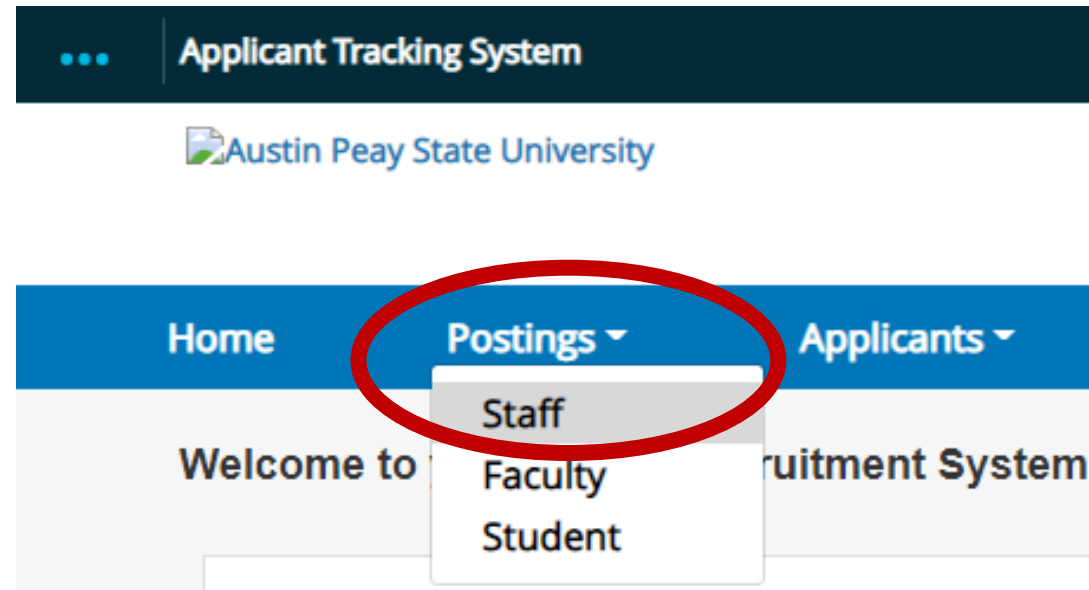
The screenshot displays the PeopleAdmin interface. At the top, a dark blue header contains the text "Position Management" on the left and "Welcome, Anthony Roark" followed by a "logout" link on the right. Below the header, the Austin Peay State University logo is visible. A navigation bar with a brown background includes "Home", "Position Descriptions", and "Titles". The main content area starts with "Welcome to your Online Recruitment System". Below this, there are several data boxes: "Inbox", "Postings", "Users 80", "Hiring Proposals 7", "Actions 6", and "Special Handling Lists". On the right side, a box indicates "24 Filled Postings Last 30 days". A red circle highlights a dropdown menu labeled "User Group:" which is open, showing a list of roles: "Human Resources", "Dean/Executive Director", "Employee", "Hiring Manager" (highlighted in blue), "Human Resources", "Search Chair", and "Search Committee".

Select the three blue dots in the upper left corner and then select Applicant Tracking



# In the blue bar select Postings, then Staff

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You should now see the postings in your area. Select the posting with the candidate you would like to interview by clicking the position title.

Home Postings ▾ Applicants ▾ Hiring Proposals ▾

Postings / Staff ☆


## Staff Postings

Saved Searches ▾  Search [More Search Options ▾](#)


Staff Postings ✕

"Staff Postings" 1231 ✕ Delete this search? Selected records 0 ✕ Clear selection?

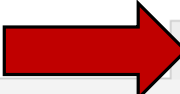
← Previous 1 2 3 4 5 6 7 8 9 ... 41 42 Next →


<input type="checkbox"/>	Working Title	Department	Active Applications	Workflow State
	<a href="#">Director of PeopleAdmin Training</a>	Test Department	1	Posted


# Select the Applicants tab and then click on the name of the individual you would like to interview





 **Posting: Director of PeopleAdmin Training (Staff)**  
Current Status: Posted

Position Type: Staff | Created by: Anthony Roark  
Department: Test Department | Owner: Human Resources


Summary | History  Applicants | Reports | Hiring Proposals

Saved Searches 

Documents 

"Documents"   Delete this search? Selected records   Clear selection?

<input type="checkbox"/>	Full Name	Workflow State (Internal)
<input type="checkbox"/>	<a href="#">Roark, Anthony</a>	Under Review by Department/Search Committee



# Select the type of interview you would like to recommend for the candidate



## Job application: Anthony Roark (Staff)

**Current Status:** Under Review by Department/Search Committee  
**Application form:** Application

Full name: Anthony Roark  
Address:

Created by: Anthony Roark  
Owner: Hiring Manager

### Take Action On Job Application ▾

Keep working on this Job application

#### WORKFLOW ACTIONS

Not Selected (move to Not Hired)

Recommend for Phone Interview- Send to AA (move to Recommend for Phone Interview)

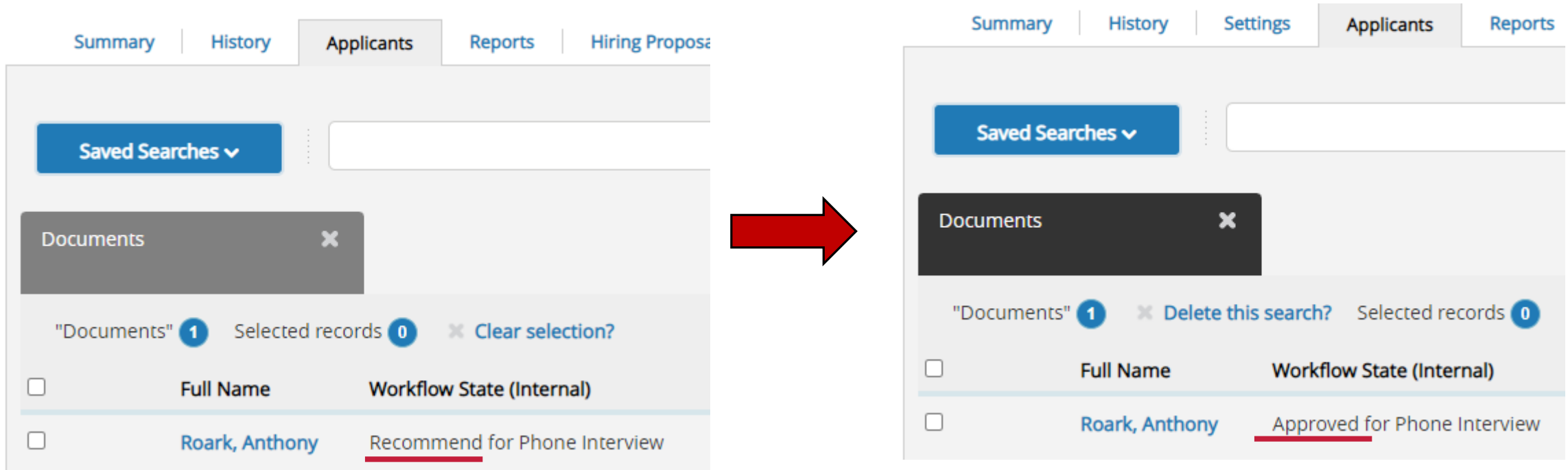
Recommend for In Person Interview-Send to AA (move to Recommend for In Person Interview)



OR



The candidates will now be forwarded to the Office of Equity, Access, & Inclusion. OEAI will reach out once they have approved the interviews. The status of the applicant will also update.



The image shows two screenshots of a web application interface, connected by a red arrow pointing from left to right. The interface has a top navigation bar with tabs: Summary, History, Applicants, Reports, and Hiring Proposals. Below the navigation, there is a search bar and a 'Saved Searches' dropdown menu. A 'Documents' filter is applied, showing 1 record selected and 0 records selected. The table below shows the following data:

	Full Name	Workflow State (Internal)
<input type="checkbox"/>	Roark, Anthony	<u>Recommend</u> for Phone Interview

The second screenshot shows the same interface, but the 'Documents' filter is now closed, and the table shows the following data:

	Full Name	Workflow State (Internal)
<input type="checkbox"/>	Roark, Anthony	<u>Approved</u> for Phone Interview