

PeopleAdmin: Requesting Candidate Interviews

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

The screenshot shows a job application page for Laura Syfrett. The application is in the 'Evaluated' state with a 'Current Status' of 'Human Resources Initial Review'. The page includes a sidebar with contact information and a main content area with tabs for 'Summary', 'History', and 'Reports'. A dropdown menu is open on the right, showing various actions. The 'Request for Interview' option is circled in red.

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

Laura Syfrett, you have 0 messages. Human Resources

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

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

Summary History Reports

✔ Personal Information [Edit](#)

Contact Information

First Name	Laura
Middle Name	
Last Name	Syfrett

Take Action On Job Application ▾

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- Withdrawn

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

The "Workflow State" immediately transitions to the same.

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

The main content area displays a posting titled "Posting: Business Affairs Test 3 (Faculty/Staff)" with a status of "Posted - External Access". It includes details such as "Position Type: Faculty/Staff", "Department: Business Affairs", "Created by: Laura Syfrett", and "Owner: Human Resources". A sidebar on the right offers actions like "Take Action On Posting", "See how Posting looks to Applicant", "Print Preview (Applicant View)", "Print Preview", and "Create Posting Template from this Posting", along with social media icons for Facebook, Twitter, and LinkedIn.

Below the posting details, there are tabs for "Summary", "History", "Settings", "Applicants", "Reports", and "Hiring Proposals". The "Applicants" tab is active, showing a search interface with a "Saved Searches" dropdown, a search input field, a "Search" button, and a "More Search Options" dropdown. Below the search area, there is a table of applicants. The table has columns for "Applicant Last Name", "Applicant First Name", "Documents", "Posting Number", "Workflow State (Internal)", and "Application Date". A red arrow points from the text above to the "Workflow State (Internal)" column header. The table contains one row for an applicant named "Syfrett, Laura" with a "Workflow State" of "Request for Interview" and an application date of "February 09, 2018 at 10:07 AM".

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

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

The screenshot shows the PeopleAdmin interface for a job application. At the top, there is a navigation bar with links like Home, General Setup, Assessment Factors, Data Management, Users, My Profile, and Help. The user is logged in as 'PeopleAdmin' with 'ADMIN' permissions. The breadcrumb trail indicates the current page is for 'Laura Syfrett Request for Interview' under 'Business Affairs Test 3 (Posted - External Access) / Applicant Review'.

The main content area displays the job application details for 'Laura Syfrett (Faculty/Staff)'. The current status is 'Request for Interview' and the application form is 'Application'. The applicant's contact information is listed on the left, and the creator information is on the right.

Below the details, there are tabs for 'Summary', 'History', and 'Reports'. The 'Summary' tab is active, showing a 'Personal Information' section with an 'Edit' link. Below this is a 'Contact Information' table:

Field	Value
First Name	Laura
Middle Name	
Last Name	Syfrett

On the right side, there is a 'Take Action On Job Application' dropdown menu. The 'Interview Approved' option is highlighted, and a red arrow points to it from the text above. Other options in the menu include 'Keep working on this Job application', 'Select (move to Interview Approved)', 'Select (move to Not Interviewed, Not Hired (email now))', 'Draft', 'Human Resources Initial Review', 'Under Review by Department/Committee', 'Secondary Interview/Further Review', 'Recommend for Hire', 'Hired', 'Not Interviewed, Not Hired (email now)', 'Interviewed, Not Hired (email at filled)', 'System Det Does Not Meet Minimum Qualifications', and 'Withdrawn'.

The URL at the bottom of the page is [/gulfoast-sb.peopleadmin.com/hr/job_applications/8#](http://gulfoast-sb.peopleadmin.com/hr/job_applications/8#) and the zoom level is 75%.

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

The screenshot shows the PeopleAdmin interface for a job application. The top navigation bar includes links for Home, General Setup, Assessment Factors, Data Management, Users, My Profile, and Help. The user is logged in as ADMIN. The breadcrumb trail indicates the current page is for a job application: Postings / ... / Business Affairs Test 3 (Posted - External Access) / Applicant Review / Laura Syfrett Interview Approved.

The main content area displays the job application details for Laura Syfrett (Faculty/Staff). The current status is "Interview Approved" and the application form is "Application". The applicant's contact information is listed, including full name, address (2830 Harrison Ave, Unit B, Panama City, FL 32405), username (lsyfrett), email (lsr310@yahoo.com), and phone numbers. The application was created by Laura Syfrett, with the owner being the Committee Chair.


Below the applicant information, there are tabs for Summary, History, and Reports. The Summary tab is active, showing a "Personal Information" section with an "Edit" link. The "Contact Information" section is partially visible, showing fields for First Name (Laura) and Middle Name.

On the right side, a "Take Action On Job Application" dropdown menu is open. The menu items include: "Keep working on this Job application", "WORKFLOW ACTIONS", "Select (move to Secondary Interview/Further Review)", "Not Selected (move to Not Interviewed, Not Hired (email now))", "Not Selected (move to Interviewed, Not Hired (email at filled))", "Recommend to Hire (move to Recommend for Hire)", "MOVE DIRECTLY TO...", "Draft", "Human Resources Initial Review", "Under Review by Department/Committee", "Request for Interview", "Secondary Interview/Further Review" (circled in red), "Recommend for Hire", and "Hired".

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

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

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

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

Full name: Laura Syfrett Address: 2830 Harrison Ave Unit B Panama City, FL 32405	Created by: Laura Syfrett Owner: Committee Chair
---	---

Username: **lsyfrett**
Email: **lsr310@yahoo.com**
Phone (Primary):
Phone (Secondary):
Position Type: **Faculty/Staff**
Department: **Business Affairs**

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

Take Action On Job Application ▼

- Keep working on this Job application

WORKFLOW ACTIONS

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

MOVE DIRECTLY TO...

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