Affirmative Action Quick Guides: Request an Interview

- Navigate to the job and the list of applicants.
- Check (or update) the “committee review” column as appropriate for each applicant.
  - Qualified: Proceed for the applicants to be interviewed. The “finalists”.
  - Qualified: No Longer Considered for applicants who met all minimum qualifications but are not finalists.
  - Did Not Meet Minimum for applicants who do not meet all minimum qualifications.
- Select Disposition Codes for all applicants that are not part of the interview pool at this time. Scroll the screen to the right to see this column.
  - Consult the Disposition Code Guide if more detailed explanations would help.
  - Use the “notes” area in the Disposition Code pop-up box if more detail would be helpful for the record.
- Complete a Request to Interview form (found under Job Forms in the gray tabs) and submit it for signatures.

Need more detailed help than this?
Consult the Faculty or A/P Hiring Guide PDFs in HireTouch! The links are in the upper-right section of the landing page.

Questions?
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