

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?