Service Applicant Workflow Decision Tree

**Under Review by Department**
(Applicant Reviewer evaluates applications)

- **Is this a Skilled Trade?**
  - **Yes**
    - **Do you want to interview?**
      - **Yes**
        - **Are you conducting phone screens?**
          - **Yes**
            - **Do they need Post Offer Testing?**
              - **No**
                - 
              - **Yes**
                - **Did they Pass?**
                  - **No**
                    - 
                  - **Yes**
                    - **In workflow, move applicant to Recommended for Hire**
                      - **Recommended for Hire – Not Hired – Email when filled**
                        - **Select appropriate Not Qualified disposition code**
            - **No**
              - **In workflow, move applicant to Phone Interviewed – Not Hired – Email when filled**
                - **Select appropriate Not Qualified disposition code**
        - **No**
          - **In workflow, move applicant to DEPT/HR det does not meet min quals, Not Selected – Email when filled**
            - **Select appropriate Not Qualified disposition code**
      - **No**
        - **In workflow, move applicant to Interviewed, Not Hired – Email when filled**
          - **Select appropriate Not Qualified disposition code**
  - **No**
    - **Does the applicant meet minimum qualifications?**
      - **Yes**
        - **In workflow, move applicant to Interview**
      - **No**
        - **In workflow, move applicant to Phone Screen Needed**
          - **Will applicant move forward?**
            - **Yes**
              - **In workflow, move applicant to Interview**
            - **No**
              - **In workflow, move applicant to Phone Interviewed – Not Hired – Email when filled**
                - **Select appropriate Not Qualified disposition code**

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              - **In workflow, move applicant to Phone Interviewed – Not Hired – Email when filled**
                - **Select appropriate Not Qualified disposition code**

**Initial Review by Department**
(Reviewer evaluates applications)

- **Under Review by Department**
    - **Are you conducting phone screens?**
      - **Yes**
        - **Will applicant move forward?**
          - **Yes**
            - **In workflow, move applicant to Interview**
          - **No**
            - **In workflow, move applicant to Phone Interviewed – Not Hired – Email when filled**
              - **Select appropriate Not Qualified disposition code**
    - **No**
      - **In workflow, move applicant to Interview**

**Select appropriate Not Qualified disposition code**
Service Hiring Proposal

- Hiring Manager begins by starting the Hiring Proposal
- Does your department have a Service Hiring Second Level?
  - Yes: In workflow, move to Chair/Director
  - No: Does your department have a Chair/Director?
    - Yes: In workflow, move to AVP/Dean
    - No: In workflow, move to Human Resources

- In workflow, move to HR moves to Hire Approved
- Did the applicant accept the position?
  - Yes: In workflow, move to Chair/Director
  - No: In workflow, move to Offer Declined by Applicant

- In workflow, move to Offer Accepted by Applicant

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Hiring Proposal Approval

- In workflow, move to Chair/Director
  - Yes: In workflow, move to Offer Accepted by Applicant
  - No: In workflow, move to Offer Declined by Applicant