

INTERVIEW APPROVAL PROCESS

For Faculty & Academic Staff positions, the applicant pool and interview list must be approved prior to scheduling and conducting **final** interviews. For Executive Management positions, the applicant pool and interview list must be approved prior to scheduling and conducting **all** interviews (e.g., phone, video and Skype.) Approval must be obtained by:

- Chairperson/Department Head
- Dean/Vice President
- Compliance Panel (Office for Inclusion and Intercultural Initiatives or I3)

Step 1:

Identify the interview list by placing the appropriate candidates for interview in one of the following application statuses:

- *Interview Recommendation – Onsite*
- *Interview Recommendation – Alternate*

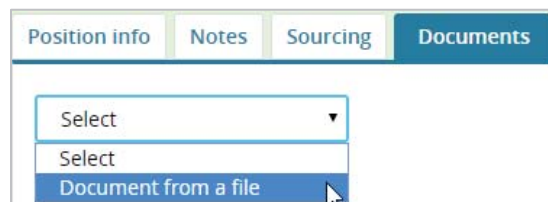
Step 2:

Obtain Chairperson and Dean approvals via the Academic Final Interview List Approval Form on the HR website at https://www.hr.msu.edu/ua/hiring/documents/Academic_Interview_List_Approval_Form.pdf.

Note: This form is provided when changing the applicants into the *Interview Recommendation* statuses.

The Academic Final Interview List Approval Form does accommodate electronic signatures, but the form can also be printed to obtain wet signatures. Once signatures have been obtained, upload the signed form to the *Documents* tab of the Job Card.

1. On the Job Card, click on the *Documents* tab.
2. From the *Select* drop-down menu, choose **Document from a file**.



3. The *Upload a new document* window will display.
 - a) Click the **Upload file** button to upload the signed form.
 - b) Ensure that the selected document category is *Interview Approvals*.
 - c) Enter a Title for the document.
 - d) Click the **Save and close** button.

Step 3:

You must complete the following steps to get your job approved by I3. Send the interview list to Compliance Panel (I3) for approval:

1. Use **Bulk Move** to change all applicants in an *Interview Recommendation* status to the *Interview List Sent to Compliance Panel (Compliance Panel Review)* application status. Click **Next**.

2. On the following page, update the job status from *Interview* to *Compliance Review* by clicking on the **Yes** button.

3. Click the **Move now** button.

Once the interview list has been approved by I3:

- The staffing coordinators will be notified via email that I3 has approved the interview list and they may proceed with scheduling and conducting interviews.
- The applicants on the interview list will be in the *Interview Approved by Compliance Panel* application status.
- The job status will be *Interview*.