User Role: Search Chair/Search Admin
Website: http://www.jobs.mtu.edu/hr

1. **Select Interview List:** Navigate to the Applicants tab, next chose applicants (requesting approval for) by clicking on the box to the left of each applicant’s name. Hover over the Actions button (on the far right column located above ALL names) then click on Move in Workflow.

2. **Request Interview Approval:** Next, select Request Approval by OIE to Interview from the drop-down menu in the Change for All Applicants field. The New State will change for ALL applicants that you selected on the previous screen.

![Image of PeopleAdmin system]

Don’t forget to click on Save Changes to apply these changes in the PeopleAdmin system.

3. **Review & Approval by OIE:** Send an email to the Office of Institutional Equity (OIE) at equity@mtu.edu to let them know that your interview list is ready for review in the system. OIE will notify you of interview approval via the system as well.

   *Please note:* For each interviewee, OIE will change the Workflow State from Request Approval by OIE to Interview to the new state of either Approved by OIE to Interview or Pending Approval by OIE to Interview if more information is requested.

4. **Move Applicants Thru Interview Workflow States:** The final step is to move (or “flow”) each applicant in sequence through ALL applicable interview stages:
   - Selected for Initial/Phone Interview
   - Selected for In-Person/Campus Interview
   - Selected for Second In-Person/Campus Interview

   It’s important that each candidate flows through each stage of the process (workflow state) as it occurs; this info feeds into the OIE annual report.