

# ROCS/Faculty – Application Workflow – Reference Guide

## **Applicant Workflow Reference Chart:**

[ROCS] - Application Workflow		
<u>Applicant's State:</u>	<u>Action Taken:</u>	<u>Responsible Role(s)</u>
Under Review by Search Committee	Applicant Reviewer has three options: 1] SC Det'd Did Not Meet Min Quals- Email Now (move to Search Committee Det'd Did Not Meet Min Quals- Email Now) 2] SC Det'd Did Not Meet Min Quals- Email when posting is filled (move to Search Committee Det'd Did Not Meet Min Quals- Email when posting is filled) 3] <b>EEO Review for Interview</b> (move to EEO Review for Interview)	Applicant Reviewer
EEO Review for Interview	EEO has two options: 1] <b>Candidate Approved for Interview</b> (move to Candidate Interview Approved) 2] Return to Search Committee (move to Under Review by Search Committee)	EEO
Candidate Interview Approved	Applicant Reviewer has three options: 1] SC Det'd Did Not Meet Min Quals- Email Now (move to Search Committee Det'd Did Not Meet Min Quals- Email Now) 2] SC Det'd Did Not Meet Min Quals- Email when posting is filled (move to Search Committee Det'd Did Not Meet Min Quals- Email when posting is filled) 3] <b>Initial Interview</b> (move to Initial Interview)	Applicant Reviewer
Initial Interview	Applicant Reviewer has three options: 1] Interview- Not Selected- Email at Filled (move to Interview-Not Selected- Email when filled) 2] Interviewed-Not Selected- No Email (move to Interview-Not Selected- No Email) 3] <b>On Campus Interview</b> (move to On Campus Interview)	Applicant Reviewer
On Campus Interview	Applicant Reviewer has three options: 1] Interview- Not Selected- Email at Filled (move to Interview-Not Selected- Email when filled) 2] Interviewed-Not Selected- No Email (move to Interview-Not Selected- No Email) 3] <b>Finalist</b>	Applicant Reviewer
Finalist	Applicant Reviewer has three options: 1] Offer Declined (move to Cancel/Offer Declined) 2] <b>Hired</b>	Applicant Reviewer
Applicant Hired: Move the posting to filled to generate automated e-mails to the applicant pool		

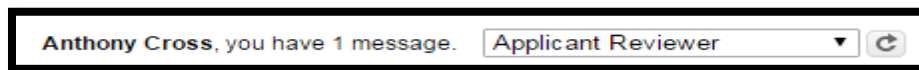
### **Notes:**

- Workflow states that end in “*Email Now*” will generate an automated rejection e-mail to the candidate moved to that state.
- Workflow states that end in “*Email when Filled*” will generate an automated rejection e-mail to the candidates in that state when the posting is moved to the ‘**Filled**’ state.
- Options in the bold font will move the applicant forward in the workflow. Non-bold options remove the candidate from the applicant pool.
- There are two user groups that can review applicants in ROCS:
  - Applicant Reviewer: This group can review all applicants that applied to the posting and move them in the above workflow.
  - Search Committee: This group can review all applicants that applied to the posting; however they cannot move applicants in the workflow.

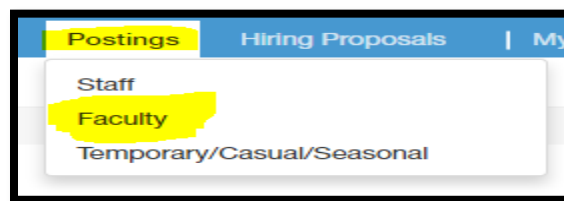
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## ROCS Faculty Applicant Review:

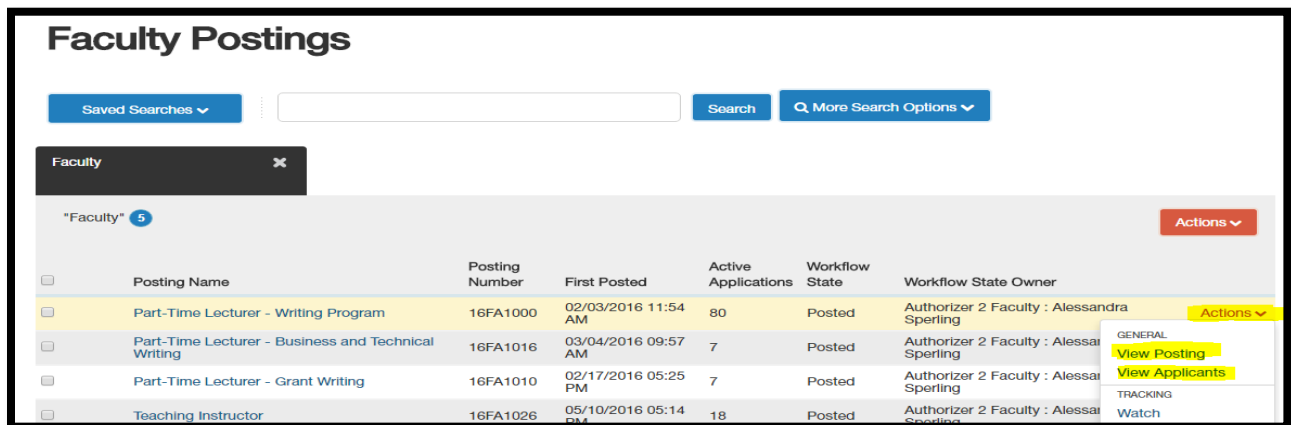
1] The **Applicant Reviewer** logs into the system and screens candidates through the link <http://rocs.rutgers.edu/>. \*\*Changing to the **Applicant Reviewer** role is required to see the postings assigned. Select the role by clicking on the drop-down menu located in the upper-right area of the screen:



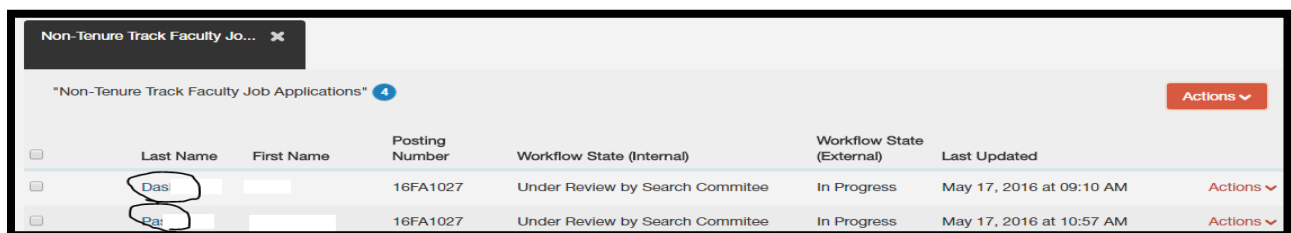
2] Navigate to the posting by click the 'Postings' tab, and then clicking "Faculty":



3] The postings that have been assigned to you will now be listed. Hover over 'Actions' and select 'View Applicants' to navigate to the applicant pool:



4] Applicants enter the system under the state of: 'Under Review by Search Committee' - click on the applicant's last name to access their application.



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5] The following page will display the application of the individual. Scroll to the bottom to view all the uploaded documents. Click on the document's name to open it up in a new tab:

Required Documents		
Document Type	Name	Conversion Status
✓ Cover Letter/Letter of Application	Cover Letter/Letter of Application 05-17-16 08:52:58 (95.5 KB)	PDF complete
✓ Curriculum Vitae	Curriculum Vitae 05-17-16 08:53:28 (108 KB)	PDF complete
✓ List of References	List of References 05-17-16 08:55:10 (20.9 KB)	PDF complete

Optional Documents		
Document Type	Name	Conversion Status
Teaching Philosophy	-	-
✓ Writing Sample 1	Writing Sample 1 05-17-16 08:55:45 (239 KB)	PDF complete

6] To take action upon an applicant you want to use the orange button labeled 'Take Action on Job Application' found in the upper-right area of the system (you can also navigate to the next applicant by click "Next" above this button) Select a workflow action to move the applicant.



- **SC Det'd Did Not Meet Min Quals – Email Now:** This state will remove the applicant from the applicant pool – a reason will need to be selected. This will e-mail the applicant a rejection letter instantly.
- **SC Det'd Did Not Meet Min Quals – Email When Posting Filled:** This state will remove the applicant from the applicant pool – a reason will need to be selected. This will e-mail the applicant when the posting is moved to the 'Filled' state.
- **EEO Review:** This will advance the applicant in the workflow. An EEO specialist will receive a notification and approve the applicant for interview (the Applicant Reviewer will be notified once the applicant is approved).

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## ROCS Faculty Applicant Review Tips:

- An **Applicant Reviewer** can leave notes about an applicant in their history tab. When on the application page navigate to the 'History' tab. Once you are on the 'History' tab you can write notes on the applicant and click 'Create User note' to save it:



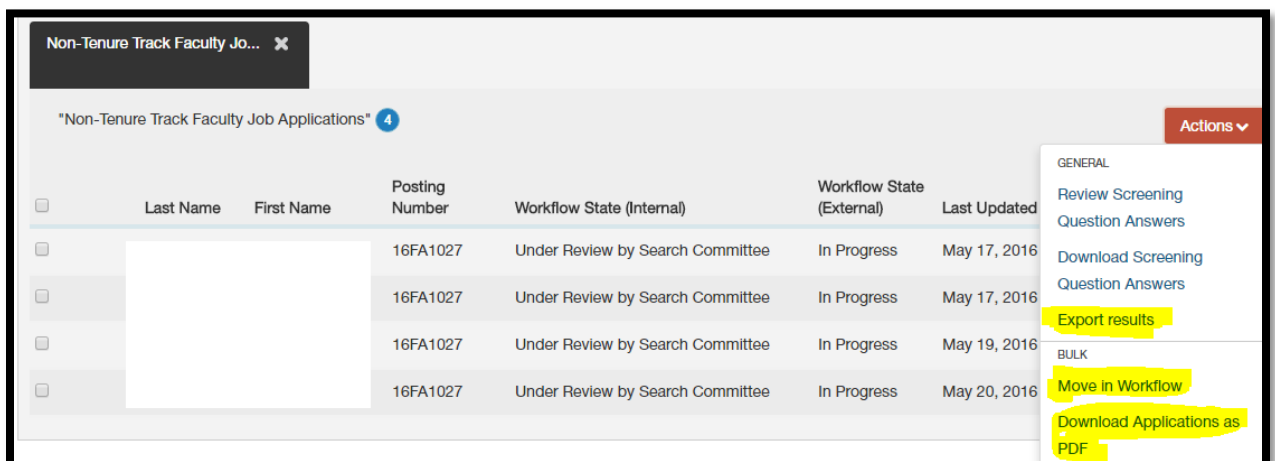
Add a new note

Note text

This applicant has a great experience. |

Create User note

- An **Applicant Reviewer**, when on the applicant table, can use the orange 'Actions' button for several features:
  - *Export Results*: This option will download the applicant table into Excel.
  - *Move in Workflow*: This option allows the user to move multiple applicants at the same time. Check-off the applicants whose applications you want to download.
  - *Download Applications as PDF*: This will combine and download the applicants selected into a PDF. Check-off the applicants whose applications you want to download.



	Last Name	First Name	Posting Number	Workflow State (Internal)	Workflow State (External)	Last Updated	Actions
<input type="checkbox"/>			16FA1027	Under Review by Search Committee	In Progress	May 17, 2016	<ul style="list-style-type: none"><li>GENERAL</li><li>Review Screening Question Answers</li><li>Download Screening Question Answers</li><li>Export results</li><li>BULK</li><li>Move in Workflow</li><li>Download Applications as PDF</li></ul>
<input type="checkbox"/>			16FA1027	Under Review by Search Committee	In Progress	May 17, 2016	
<input type="checkbox"/>			16FA1027	Under Review by Search Committee	In Progress	May 19, 2016	
<input type="checkbox"/>			16FA1027	Under Review by Search Committee	In Progress	May 20, 2016	