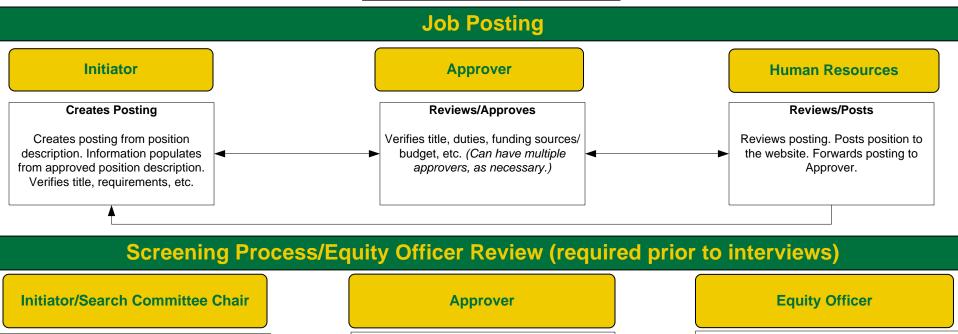
EHRA Applicant Tracking



Screens Applicants Reviews/Approves Reviews/Approves Reviews the qualifications of applicants Updates applicant statuses based on search Reviews applicant statuses and approves those committee's review. Notifies Approver that the recommended for interview. Transitions the recommend for interview and applicants marked statuses changes have been made (this occurs posting to the Equity Officer when they are "Further Consideration". Compares applicant outside the system). ready to conduct interviews. (Can have multiple pool demographics to workforce. Closes position. approvers, as necessary.) Notifies department that interviews can now be scheduled. Reopens position if needed.

Hiring Proposal Initiator **Approver Human Resources Creates Hiring Proposal** Reviews/Approves Reviews/Approves Reviews and approves hiring Reviews selected candidate Updates statuses of all applicants. proposal. Makes changes if needed. Enters in position selection criteria, qualifications, justifications, and position selection rationale, and (Can have multiple approvers, as salary. Finalizes hiring proposal. selection summary and justification. necessary.) Attaches hiring proposal documents.