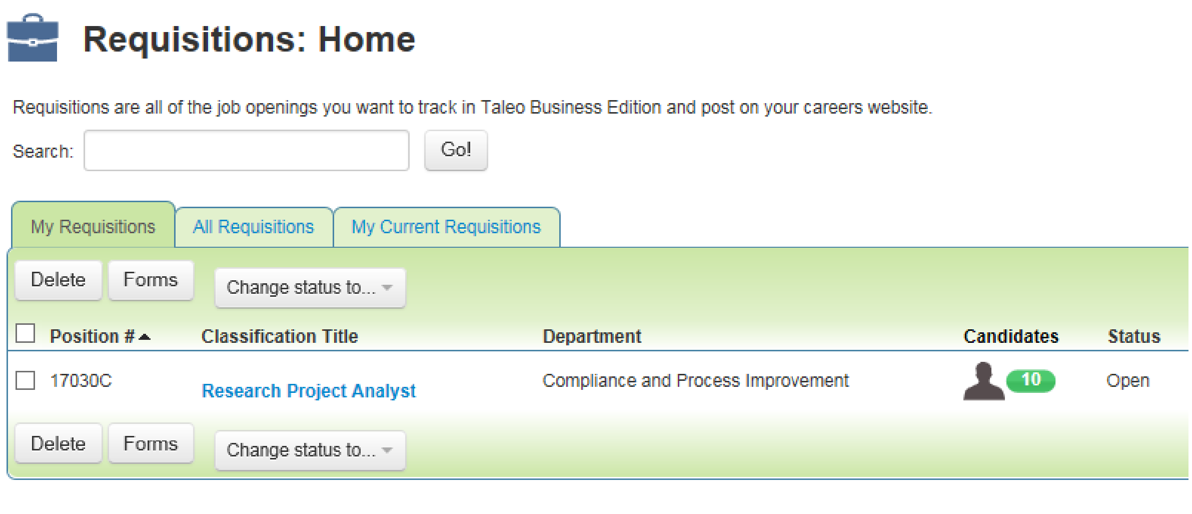
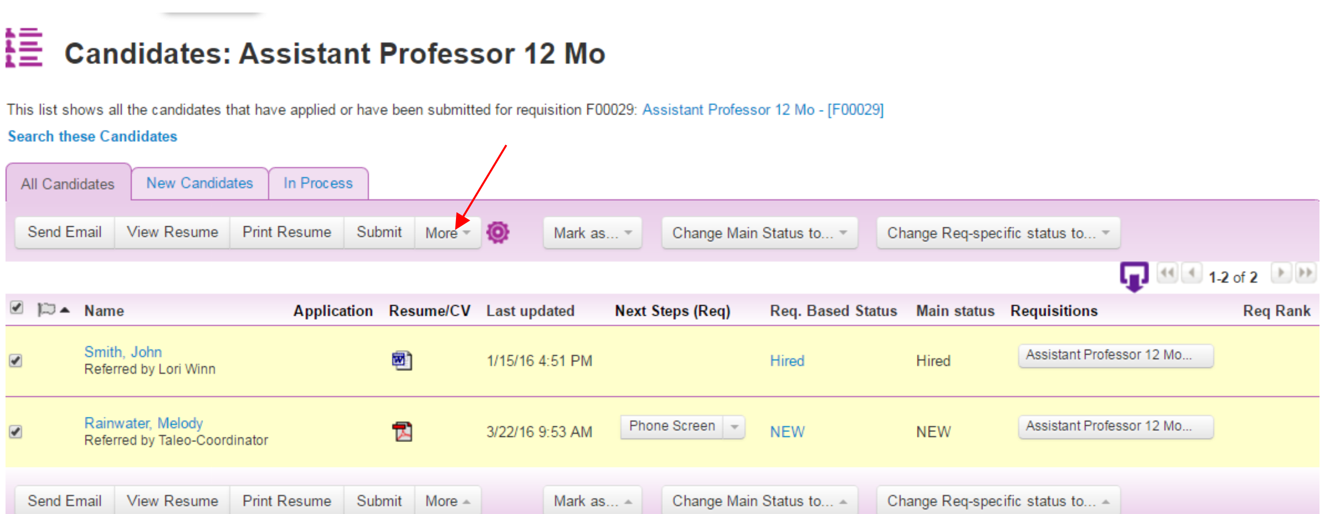
Selecting Candidates for an Interview

The first step in the interview process is to notify Human Resources of the selected candidates.

1. Click on the **Requisitions** tab
2. Click on the person icon under the **Candidates** heading



3. Select the checkbox next to the candidate(s) you wish to interview
4. Click on the **More** button and **Send To**



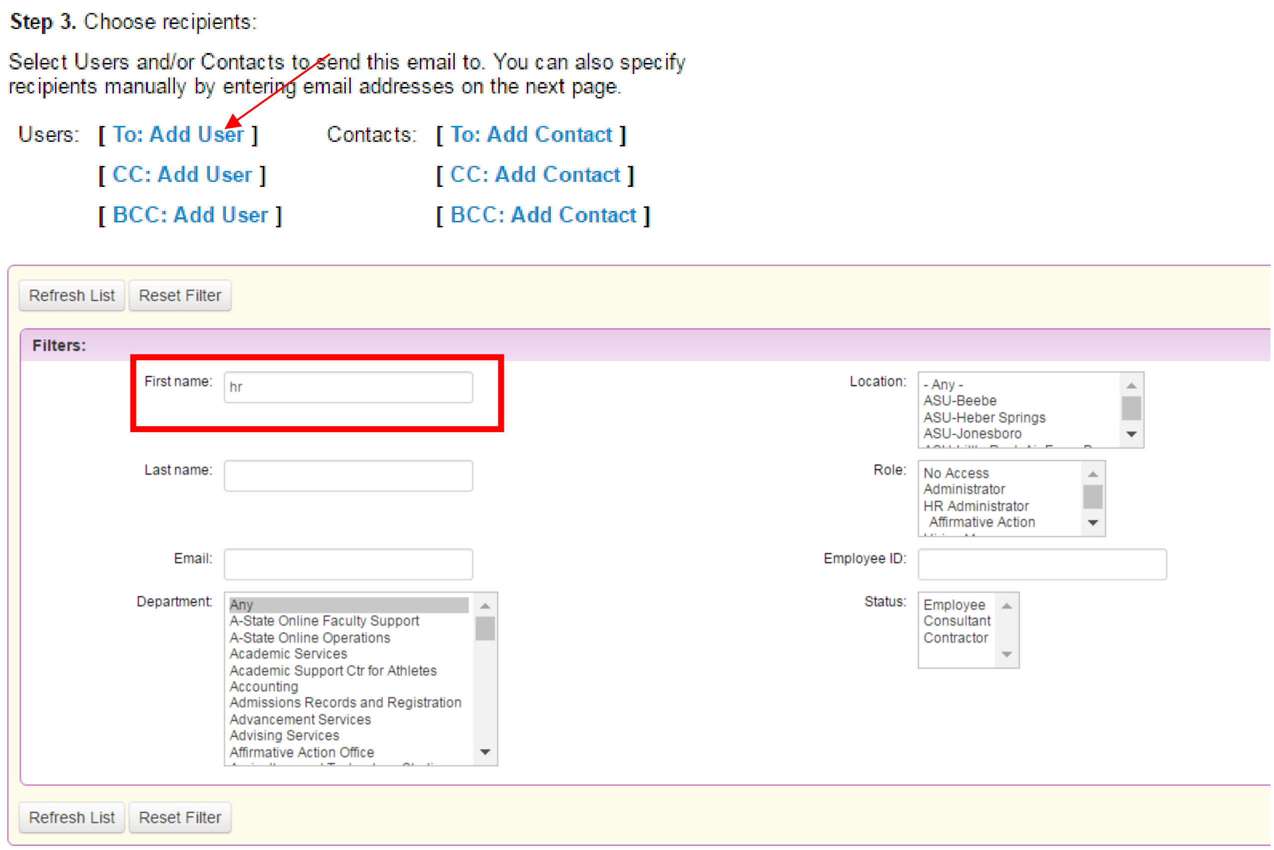
   a. Step 1: Choose the **Select Template** radio button and appropriate **Selected for Interview**. Options are: Faculty, Non-Classified, Classified and Provisional

b. Step 2: Select the appropriate requisition (if you only have one open requisition, it will default in)

c. Step 3: Click on the **To: Add User** link and type “HR” in the first name box. **No other fields need to be selected or filled in.** Click **Refresh List.**

d. Scroll down and select **A-State, HR**.

e. Close window.



5. Click on Next

6. Leave the **Send Candidates Data** fields blank and click **Send.**