

Quick Guide for STARS /Tenure & Tenure Track Faculty

User Instruction – Working the Applicant Pool

I. **STARS Automated Process:**

When an applicant applies to a job posted in STARS, the system automatically places the applicant into 1 of 2 workflow categories based on the applicant’s responses to questions addressing their minimum job qualifications:

1. **Under Review by Manager**-Application will be forwarded electronically to the department hiring manager for review and further consideration
2. **Did Not Meet Minimum Qualifications**-Application will not be moved forward for review by the hiring manager and are not visible to the hiring manager.

II. **Hiring Department Review Stage:**

1. At the application review stage, the search committee will review all applications to determine strength of qualifications of each applicant and to determine if application will be considered further.
2. After completing the initial review of applications, the designated applicant reviewer, logged in as “Applicant Reviewer”, should move applicants from the “**Under Review by Manager**” workflow state to one of the following workflow states in STARS:
 - **Reviewed-Meets minimum qualifications**-The search committee has reviewed and determined that the applicant meets the minimum qualifications of the job as posted. Applicants in this category may or may not be further considered for an interview. Applicants that will not be considered for interview should be moved to the category of:
 - **Not Hired**-All remaining applicants in your applicant pool that are no longer being considered for this job posting.
**Applicants transitioned into this workflow state will receive a system generated email of their not hired status once the position is transitioned to the “Finalize Hire” workflow state and position filled*
 - **Reviewed-Does not meet minimum qualifications**-After further review, the search committee has determined that the applicant *does not meet the minimum qualifications as stated in the STARS job posting and will not be considered for the job.*

III. **Interview Stage:**

1. Applicants that will be moving on to the Interview stage of the hiring process should be contacted and their applications moved into one of the following categories:
 - **Long list**-Applicant contacted and scheduled for screening interview
 - **Declined Interview-**
 - Unable to contact 2X
 - Salary
 - Accepted another job
 - Unspecified
2. Following the screening interviews, applicants in the “**Long List**” category can now be moved to:
 - **Short List**-Applicant has been selected for on-campus interview
 - **Declined Interview**-Applicant is declining the on-campus interview
 - Salary
 - No Show
 - Accepted another job
 - Unspecified
 - **Not Hired**-Applicant from the long list is no longer being considered

IV. **Selection Stage:**

1. At this stage, interviews have been completed and you are ready to select a finalist. After finalist determined and offer accepted, make sure that all applications reflect the appropriate applicant workflow state (e.g. Finalist, Long List, Not Hired, etc....).
 - **Finalist**-Individual or individuals being considered for hire
 - **Not Hired**-All remaining applicants in your applicant pool that are no longer being considered for this job posting.

Following these steps will ensure that your applicant pools are worked to completion, all applicants are transitioned into appropriate workflow categories, and your hiring process is compliant.

Tenure/Tenure Track Faculty- Applicant Workflow

