How to Request Interview Approval from HR

Once your search committee selects candidates for interviews, you will need to request interview approval from Human Resources. PHONE AND ON-CAMPUS INTERVIEWS MUST BE APPROVED BY HUMAN RESOURCES PRIOR TO CONTACTING APPLICANTS AND CONDUCTING INTERVIEWS.

This is done in e-SEARCH by changing the status of these interview candidates, and moving your requisition forward to Request First Interview. When your request is received, HR will review your applicants and notify you that interviews are approved. At that point you may proceed with contacting applicants for interviews.

Part I - Change Status of Applicants:
1. Log in to [https://www.unrsearch.com/hr](https://www.unrsearch.com/hr).
2. On your home page you should see your position in your **Inbox** or **Watch List**. Click the position to open. *If it does not appear on your homepage, click the Requisitions tab at the top to find it listed on that page.*
3. You should now be viewing your Requisition Summary page. You should see four tabs below the bold position title. Click the **Applicants** tab.
4. This takes you to the list of active applicants. Select all the interview candidates (using the checkbox to the left of their names) and hover your cursor over the Actions button in the upper right area of the list. Select **Move In Workflow**.

(Continued on next page)
How to Request Interview Approval from HR, contd

5. All of your interview candidates should now appear on one page. Use the Change for All Applicants drop-down and select First Interview from the list. (Select Second Interview if you are conducting on-campus interviews.)

6. Save Changes.

Part II- Move Requisition Forward to Request Interview:

1. On your Requisition Summary page, hover your cursor over the orange button at the top right of the page that says “Take Action on Requisition.”
2. Select Request First Interview.
3. A pop-up window will appear, allowing you to add any comments to the requisition History page before submitting. The History page is a running record of actions taken on the requisition, along with notes added manually by HR and you for future reference. If you haven’t already done so, consider adding this requisition to your watch list. This will make the requisition easily accessible from your Home Page at all times (as it moves through the workflow it may leave your Inbox).
4. Click Submit.

Important:
- Both sections above must be completed in order to formally request interviews. The system will not notify HR until you have moved the requisition as a whole to Request First Interview.
- The above instructions must be repeated to request Second Interviews.
- Please remember to disperse applicants not selected to the inactive pool. At the end of the search, the only candidate remaining in the active list must be the individual hired. (See Applicant Dispersal instructions).