

Dashboard Overview **Applications** Reporting Communications Settings Log Out

(30781) Librarian (Posting) Active
[University Libraries - NUL Distinctive Collection]

Applications Summary

You may customize your display by selecting specific disposition codes that you have designated with these permissions.

If you have access to disposition codes, you may use them to filter the list of candidates.

To submit finalist to Dean’s Office, the Search Administrator needs to have entered “Reject”, “Withdrawn”, or “Accepted Another Position at NU” disposition codes for all non-selected candidates. **They should also move any candidates who advanced to the Finalist stage to the finalist tab.**

Phase 1 Phase 2 **Finalists**

Quick Search: Export

- Optional Fields - - Disposition Codes - Reset Set

| Last Name | First Name | Date Submitted | Highest Degree Granting Institution | App. Docs | Ref. Letters | Reviews (Cnt) | Reviews (Avg) | My Review | Phase | Disposition | Finalist |
|--------------|------------|---------------------|-------------------------------------|-----------|--------------|---------------|---------------|-----------|-------|--|----------|
| Supercoolman | Fakeman | 2017-12-07 08:47:46 | American University | 2 / 2 | 0 / 1 | 0 | 0 | | + | Interview | - |
| Smith | John | 2017-07-12 16:44:16 | Alverno College | 2 / 2 | 1 / 4 | 1 | 1 | 1 | 1 | Reject [Lack of External Funding] | - |
| Notrealguy | Pretendguy | 2017-12-07 08:39:16 | Amherst College | 2 / 2 | 0 / 1 | 0 | 0 | | + | Interview | - |
| Applicant | Test | 2017-11-20 16:09:43 | Aachen University | 2 / 2 | 0 / 1 | 1 | 5 | 5 | + | Reject [Unsuccessful Job Talk/Presenta] | -- |

Note: the candidate of choice must have a mailing address and highest degree granting institution entered on their application. This data was most-likely captured as part of their application, but see the next page for instructions to edit these items if needed.

Basic applicant information is now done as part of the applicant detail screen. This may be done by your search administrator, or those they

Phase 1 Phase 2 **Finalists** Add Phase

Search: Export Search Summary Preview - Optional Fields - - Disposition Codes - Reset Set

| Last Name | First Name | Date Submitted | Highest Degree Granting Institution | Reviews (Cnt) | Reviews (Avg) | Disposition | Transfer to eOffer | Finalist |
|--------------|------------|---------------------|-------------------------------------|---------------|---------------|--|--------------------|----------|
| Supercoolman | Fakeman | 2017-12-07 08:47:46 | American University | 0 | 0 | Offer | Send | - |
| Notrealguy | Pretendguy | 2017-12-07 08:39:16 | Amherst College | 0 | 0 | Reject [Less Qualified than Select App] | --- | - |

Disposition

Offer

Reject

[Less Qualified than Select App]

Search Summary Report (30781) - Librarian (Posting)
[University Libraries - NUL Distinctive Collections]

Search Summary Details

| | |
|--|---|
| <p>Job ID: 30781</p> <p>School/Admin Unit: University Libraries</p> <p>Department: NUL Distinctive Collections</p> <p>Department Code: 655700</p> <p>Specialty Area: Test, Distinctive Collections</p> <p>Total Applicants: 4</p> <p>Finalist Count: 2</p> | <p>Finalists:</p> <p>Fakeman Supercoolman Offer</p> <p>Pretendguy Notrealguy Reject - Less Qualified than Select App</p> |
|--|---|

Next, navigate to the Finalists tab. Ensure that any non-selected finalists have also been given a "Reject", "Withdrawn", or "Accepted Another Position at NU" disposition code by the Search Administrator.

Note that you can preview the Search Summary Form.

When you are ready to send the candidate-of-choice's materials to the Dean's Office, change the candidate's disposition to "Offer". Contact Felicia Dominguez, who will then send the information to the Provost Office upon Dean approval.

Phase 1 Phase 2 Finalists

Search: [Export](#)

| Last Name | First Name | Date Submitted | Highest Degree Granting Institution | Reviews (Cnt) |
|--------------|------------|---------------------|-------------------------------------|---------------|
| Supercoolman | Fakeman | 2017-12-07 08:47:48 | American University | 0 |
| Notrealguy | Pretendguy | 2017-12-07 08:39:16 | Amherst College | 0 |

In the event that your candidate of choice does not have a mailing address and/or a highest degree granting institution entered on their application (note: if this is the case, you will receive a warning message when trying to transmit this candidate to eOffer), click on the candidate's last name to drill into their application, and use the pencil icons to make edits.

(30781) Librarian (Posting) Pre-Active
 [University Libraries - NUL Distinctive Collections]

Application Detail


- Applicant Information
- Administrative Notes
- Manage Documents

- My Review
- All Reviews

Expand All

Applicant Phase: 1 Finalist: [Download All Documents](#)

You can make comments and score on the application. Please check the box at the bottom when your review is complete. You can make changes even after checking the box.

Official Contact Information 

| | |
|------------------------|----------------------|
| Application ID: | 14 |
| Name: | Fakeman Supercoolman |
| Mailing Address: | 123 Somewhere Street |
| City: | Nowhere |
| State/Province/Region: | Arkansas |
| Zip/Postal Code: | 55888 |
| Country: | United States |
| Email Address: | not@nothing.com |

Current Review Phase: 1

Review Score:

Review Comments:

Academic Information 

| | |
|--------------------------------------|----------------------|
| Highest Degree Granting Institution: | American University |
| Highest Degree (or expected) Date: | 2017-07-10 |
| Degree Type: | Doctor of Philosophy |

My Tags:

Other Tags: