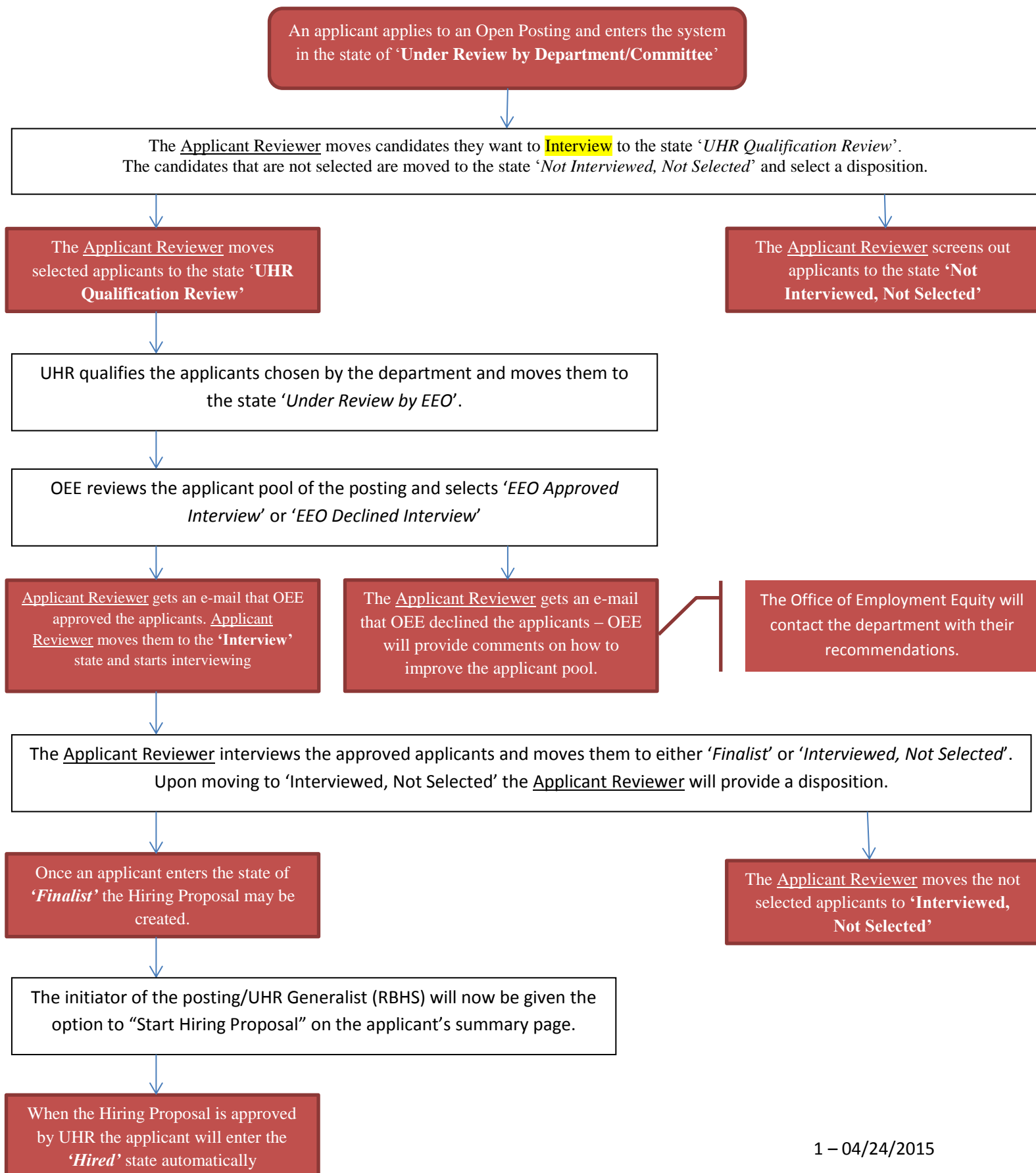


# ROCS – Application Workflow – Reference Guide



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## **Applicant Workflow Reference Chart:**

[ROCS] - Application Workflow		
Applicant's State:	Action Taken:	Responsible Party(ies):
<i>Under review by Department/Committee</i>	The <b>Applicant Reviewer</b> has two options when an applicant is in this state: 1] <i>UHR Qualification Review</i> 2] <i>Not Interviewed, Not Selected</i> with appropriate reason	Applicant Reviewer
<i>UHR Qualification Review</i>	The <b>UHR Generalist/Consultant</b> receives an e-mail to qualify the candidates. The <b>UHR Generalist/Consultant</b> has two options when an applicant is in this state: 1] <i>Under Review by EEO</i> 2] <i>Not Interviewed, Not Selected</i> with appropriate reason	UHR
<i>Under Review by EEO</i>	The <b>Office of Employment Equity (OEE)</b> receives an e-mail to review the applicant pool data. OEE has two options when an applicant is in this state: 1] <i>EEO Approved Interview</i> 2] <i>EEO Declined Interview</i>	OEE
<i>EEO Approved Interview</i>	The <b>Applicant Reviewer</b> receives an e-mail that their candidates have been qualified and approved by UHR. At this point the <b>Applicant Reviewer</b> has one option when the applicant is in this state: 1] <i>Interview</i>	Applicant Reviewer
<i>Interview</i>	The <b>Applicant Reviewer</b> moves the applicant to the state of <i>Interview</i> to signify in the system that they interviewed the applicant. The Applicant Reviewer has two option when an applicant is in the <i>Interview</i> state: 1] <i>Finalist</i> 2] <i>Interviewed, Not Selected</i>	Applicant Reviewer
<i>Finalist</i>	Upon entering the <i>Finalist</i> state the Hiring Proposal for the applicant may begin by navigating to the applicant's summary page and selecting 'Start Hiring Proposal' - this will be completed by the UHR Generalist (RBHS) or the department initiator of the posting. Once the Hiring Proposal goes through the proper approvals, the applicant accepts the offer, and UHR moves the Hiring Proposal to approve the system will automatically move the applicant to the state of <i>Hired</i> .	UHR
<i>Hired</i>	The system automatically moves the applicant to <i>Hired</i> once <b>UHR</b> approves the Hiring Proposal. <b>UHR</b> moves the posting to filled and the system will generate rejection e-mails to the applicants in the <i>Not Interviewed, Not Selected</i> , and the <i>Interviewed Not Selected</i> states.	UHR

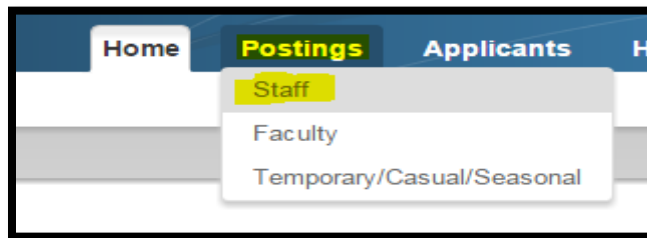
# ROCS – Application Workflow – Reference Guide

## ROCS Application Workflow Steps:

1] The **Applicant Reviewer** logs into the system and screens candidates through the link [jobs.rutgers.edu/hr/shibboleth](http://jobs.rutgers.edu/hr/shibboleth). \*\*Changing to the **Applicant Reviewer** role is required to see the postings assigned. Select the role by clicking on the drop-down menu located in the upper-right area of the screen, then hit the *refresh arrow* to sign into that role\*\*:



2] Navigate to the posting by click the 'Postings tab, and then clicking 'Staff':



3] The postings that have been assigned to you will now be listed. Hover over 'Actions' and select 'View Applicants':

Job Title	Position Number	Department	Count	Start Date	Status	Actions
Employment Coordinator	14ST001	University Human Resources	1	December 05, 2014 at 09:25 AM	Closed	View Posting View Applicants
Senior Human Resources Consultant	14ST002	University Human Resources	1	November 25, 2014 at 09:39 AM	Closed	View Posting View Applicants

4] Applicants enter the system under the state of: *'Under Review by Department/Committee'*.

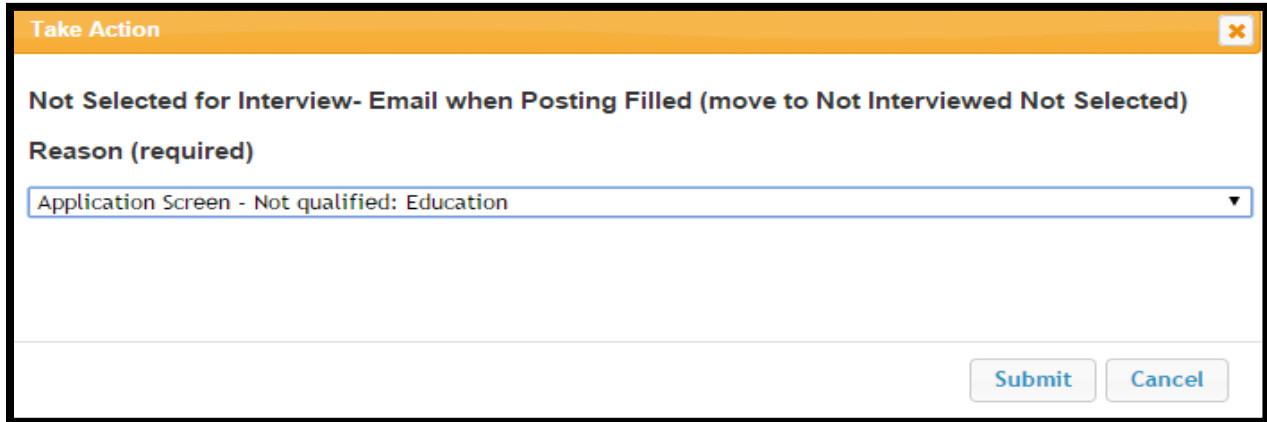
First Name	Positions Number	Workflow State (Internal)	Application Date
Karen	15ST1152	Under Review by Department/Committee	April 07, 2015 at 03:56 PM
Frank	15ST1152	Under Review by Department/Committee	April 07, 2015 at 05:17 PM
Marlene	15ST1152	Under Review by Department/Committee	April 07, 2015 at 05:40 PM

- The **Applicant Reviewer** has two states they can send the three applicants to:



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- The **Applicant Reviewer** selects that Marlene is not qualified for this opening. The **Applicant Reviewer** clicks on Marlene’s last name and uses the orange “Take Action on Job Application” button to pick the option of “Not Selected for Interview – Email when Posting Filled (move to Not Interviewed Not Selected). This option will ask the **Applicant Reviewer** to provide a disposition:



Take Action

Not Selected for Interview- Email when Posting Filled (move to Not Interviewed Not Selected)

Reason (required)

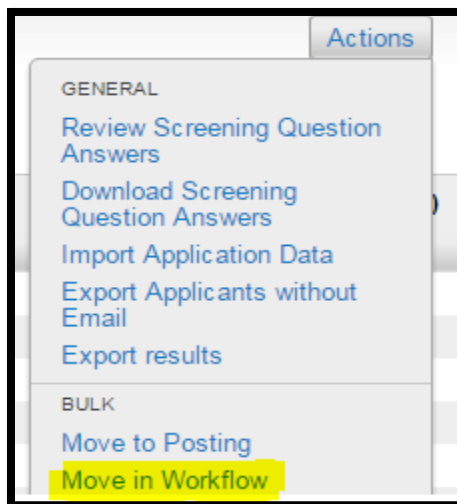
Application Screen - Not qualified: Education

Submit Cancel

Marlene is now removed from the active applicant pool:

First Name	Posting Number	Workflow State (Internal)	Application Date
Karen	15ST1152	Under Review by Department/Committee	April 07, 2015 at 03:56 PM
Frank	15ST1152	Under Review by Department/Committee	April 07, 2015 at 05:17 PM

5] The **Applicant Reviewer** decides they want to interview Karen and Frank. The **Applicant Reviewer** clicks on the check-boxes next to their last name, toggles over the ‘Action’ button at the top-right area of the table, and selects the option ‘Move in Workflow’:



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- Using the drop-down menu at the top of the screen labeled “Change for all applicants” the **Applicant Reviewer** will select the option “UHR Qualification Review”.

First Name	Posting Number	Workflow State (Internal)	Application Date
Karen	15ST1152	UHR Qualification Review	April 07, 2015 at 03:56 PM
Frank	15ST1152	UHR Qualification Review	April 07, 2015 at 05:17 PM

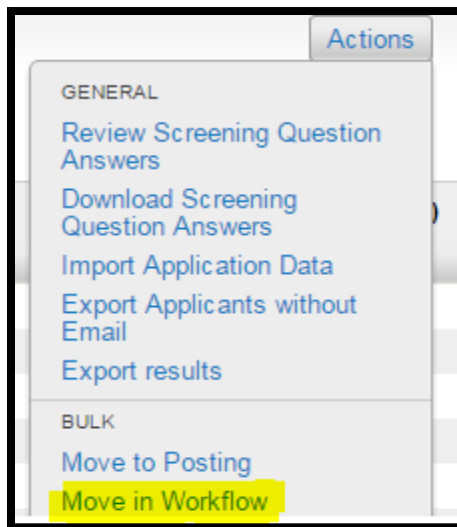
The UHR Consultant/Generalist will get an e-mail to log into ROCS to review the qualifications of the selected candidates. Once the qualifications are complete UHR will send the qualified candidates to OEE.

First Name	Posting Number	Workflow State (Internal)	Application Date
Karen	15ST1152	Under Review by EEO	April 07, 2015 at 03:56 PM
Frank	15ST1152	Under Review by EEO	April 07, 2015 at 05:17 PM

OEE will review the applicant pool and the selected applicants. Once their review is complete the **Applicant Reviewer** will get an e-mail informing them that the OEE and qualification check has approved their selected applicants for interview.

First Name	Posting Number	Workflow State (Internal)	Application Date
Karen	15ST1152	EEO Approved Interview	April 07, 2015 at 03:56 PM
Frank	15ST1152	EEO Approved Interview	April 07, 2015 at 05:17 PM

6] The **Applicant Reviewer** will then log into ROCS and move their approved applicants to the ‘Interview’ state as a way to reflect they are interviewing the candidates. The **Applicant Reviewer** clicks on the check-boxes next to their last name, toggle over the ‘Action’ button at the top-right area of the table, and select the option ‘Move in Workflow’:



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- Using the drop-down menu at the top of the screen labeled “Change for all applicants” the **Applicant Reviewer** will select the option “Interview” and hit ‘Save Changes’.

Applicant	Current State	New State
Karen Dacres-Salas	EEO Approved Interview	Interview
Frank Howard	EEO Approved Interview	Interview

Save changes or Cancel

7] The **Applicant Reviewer** then proceeds to interview and screen the approved applicants.

First Name	Posting Number	Workflow State (Internal)	Application Date
Karen	15ST1152	Interview	April 07, 2015 at 03:56 PM
Frank	15ST1152	Interview	April 07, 2015 at 05:17 PM

8] Once the interviewing is complete the **Applicant Reviewer** has a few actions they may take:

Take Action On Job Application ▾

WORKFLOW ACTIONS

- Keep working on this Job application
- Interview-Not Selected- Email at Filled (move to Interviewed Not Selected - Auto Notify)
- Interviewed-Not Selected- No Email (move to Interviewed Not Selected - Do not Notify)
- Finalist (move to Finalist)

9] The **Applicant Reviewer** will move an applicant to the ‘Finalist’ state if they want to start the hiring process. Once in the ‘Finalist’ state the hiring department may begin the ‘Hiring Proposal’ process. In this instance say the **Applicant Reviewer** screened both Karen and Frank and decided they wanted to hire Karen. They would select Karen’s last name in the table and use the orange ‘Take Action on Job Application’ button to move Karen to ‘Finalist’.

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First Name	Posting Number	Workflow State (Internal)	Application Date
Karen	15ST1152	Finalist	April 07, 2015 at 03:56 PM
Frank	15ST1152	Interview	April 07, 2015 at 05:17 PM

Keeping Frank in the 'Interview' state is recommended until Karen is officially hired. This is recommended because if Karen declines the offer the hiring department may always go back and select Frank. However, in this case Karen accepts the offer.

The **Applicant Reviewer** will then click on Frank's last name in the table and select one of two options:

- Interview – Not Selected – Email at Filled: This option will send an automated e-mail once the position is filled.
- Interview – Not Selected – Do not Notify: This option will not send an automated e-mail once filled and give the department the option to send a more personalized rejection e-mail.