**Interview Approval Process**

*Approving applicants for interview once the process has been initiated.*

Part A: Approving the Applicant

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of the screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view the applications which is located to the right of the job title.

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1. Sort the applicants by clicking on **Status** to see all of the applicants waiting for interview approval.



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1. Approve the applicants that have been selected for an interview by changing their status. You can move applicants one at a time or in bulk.
	1. Change status of a single applicant:
		1. Click the **status** of the applicant
		2. Select the appropriate application status:
			1. Interview Approved – Dean/Appointing Officer – Pending HR
			2. Interview Approved – Affirmative Action
		3. Click Next>.
		4. Click Move now.
	2. Change status of multiple applicants:
		1. Click the green box to the left of all the applicants that you are approving.
		2. Click the Select a bulk action dropdown box at the top of the page and select Bulk move.
		3. Select the appropriate application status:
			1. Interview Approved – Dean/Appointing Officer – Pending HR
			2. Interview Approved – Affirmative Action
		4. Click Next>.
		5. Click Move now.
2. Email the next approver stating that applicant pool has been approved and is ready for the next step in the approval process. Use our GVSU email.
* The Approval Chains are listed in a table below:

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| **Faculty & AP Approval Chain** | **Hourly Approval Chain** |
| Interview Approval Pending – Dean/Appointing Officer | Interview Approval Pending – HR |
| Interview Approved – Dean/Appointing Officer – Pending HR | Interview Approved HR – Pending Affirmative Action |
| Interview Approved HR – Pending Affirmative Action | Interview Approved Affirmative Action |
| Interview Approved Affirmative Action |  |