

# OIE PRE-INTERVIEW APPROVAL CHECKLIST



## Step 1

**RECRUITMENT EFFORTS:** ALL RECRUITMENT EFFORTS AND SOURCES ENTERED INTO PAGEUP

## Step 2

**ALL APPLICANTS HAVE A STATUS OF: UNQUALIFIED, QUALIFIED, OR INTERVIEW**

### UNQUALIFIED

- DID **NOT** MEET MINIMUM QUALIFICATIONS
- INCOMPLETE APPLICATION (NOTE IN COMMENTS)

### QUALIFIED

- MET **ALL** MINIMUM QUALIFICATIONS
- POSSIBLY MET **SOME** PREFERRED
- **CLEARLY** DISTINGUISHED FROM INTERVIEW APPLICANTS

### INTERVIEW

- MET **ALL** MINIMUM QUALIFICATIONS
- MET **ALL OR MORE** PREFERRED THAN QUALIFIED
- **CLEARLY** DISTINGUISHED FROM QUALIFIED APPLICANTS

## Step 3

### APPLICANT STATUS

- UPDATE APPLICANTS' STATUS, THEN MISSING QUALIFICATIONS
- CHECK BOXES IF NOT MET
- IN COMMENT BOX:
  - INDICATE UCPEA INTERVIEW APPLICANTS DUE TO CONTRACT OBLIGATION
  - WEIGHTED QUALIFICATIONS

## Step 4

### SUBMISSION FOR INTERVIEW

- IN NOTES SECTION, INDICATE THAT SEARCH IS READY FOR PRE-INTERVIEW APPROVAL
- "EMAIL THIS NOTE TO:" IS CHECKED
- "USER:" BOX HAS SEARCHCOMPLIANCE@UCONN.EDU

## Step 5

### INTERVIEW DID NOT RESULT IN HIRE

- CHANGE STATUS FROM QUALIFIED TO INTERVIEW IN PAGEUP
- MOVE APPLICANTS WITH SIMILAR QUALIFICATIONS TO INTERVIEW
- CLEARLY DISTINGUISH BETWEEN APPLICANTS MOVED TO INTERVIEW AND REMAINING QUALIFIED



EMAIL: SEARCHCOMPLIANCE@UCONN.EDU