

| <b>[ROCS] - Application Workflow</b>        |  |                                |
|---|--|--------------------------------|
| <b>Applicant's State:</b>                   | <b>Action Taken:</b>   | <b>Responsible Party(ies):</b> |
| <i>Under review by Department/Committee</i> | The <b>Applicant Reviewer</b> has two options when an applicant is in this state:<br>1] <i>UHR Qualification Review</i><br>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:<br>1] <i>Under Review by EEO</i><br>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:<br>1] <i>EEO Approved Interview</i><br>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:<br>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:<br>1] <i>Finalist</i><br>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.<br>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                            |