

Board and Commission Candidate, review, recommend, undo move

This job aid provides step by step instructions on how to review and recommend Board and Commission candidates during the application process. This includes steps to move them forward and back in the recruitment process. Governor’s Policy Advisors can complete these steps.

Candidate stages:

Review – Governor’s Executive Appointments Officer will move qualified candidates forward for review.

Review for Recommendation – Governor’s Policy Advisors will review applications and move qualified candidates forward to Recommended for Appointment.

Recommended for Appointment – Governor’s Executive Appointments Officer will move selected candidate to the position requisition to start the confirmation and appointment process.

Review

Step 1: Candidates ready for review will display in your inbox. These are candidates the Governor’s Executive Appointments Officer has selected to be reviewed for possible recommendation. Click on the inbox item to view the candidate profile. You can also search for a candidate at any time by typing “*cand:name*” in the search, hit enter, and select the *Recruiting* category. Click on the search results.

Review for Recommendation: Lucy Diamond (Internal) - REQ-76582 Board Member | Geologist Examiners Board (CAND-226853) ☆
 Requires your attention as information has been changed
 2 minute(s) ago - Due 10/03/2021

Review for Recommendation: Penny Lane - REQ-76580 Board Member - Agriculture Board (CAND-226852) ☆
 2 day(s) ago - Due 09/30/2021

Search Results 1 items

Common

Lucy Diamond (Internal) (CAND-226853) Candidate

Step 2: If a candidate has applied to more than one job posting, click on the application you wish to review. The answers and your ability to view them may be different for each application.

Active Job Applications (4)

●
[Lucy Diamond \(Internal\) - REQ-76582 Board Member | Geologist Examiners Board \(CAND-226853\)](#)
Screen

Location: Employee Exempt From Mass Transit Tax | Date Applied: 09/28/2021

Review for Recommendation

Actions ▾

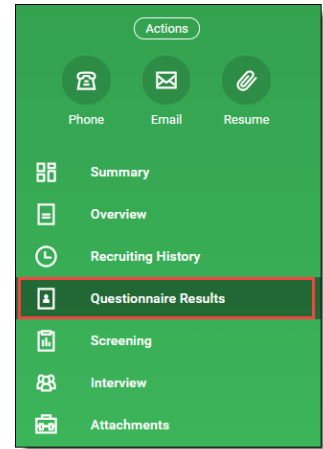
[Lucy Diamond \(Internal\) - REQ-76580 Board Member - Agriculture Board \(CAND-226853\)](#)

Location: Employee Exempt From Mass Transit Tax | Date Applied: 09/28/2021

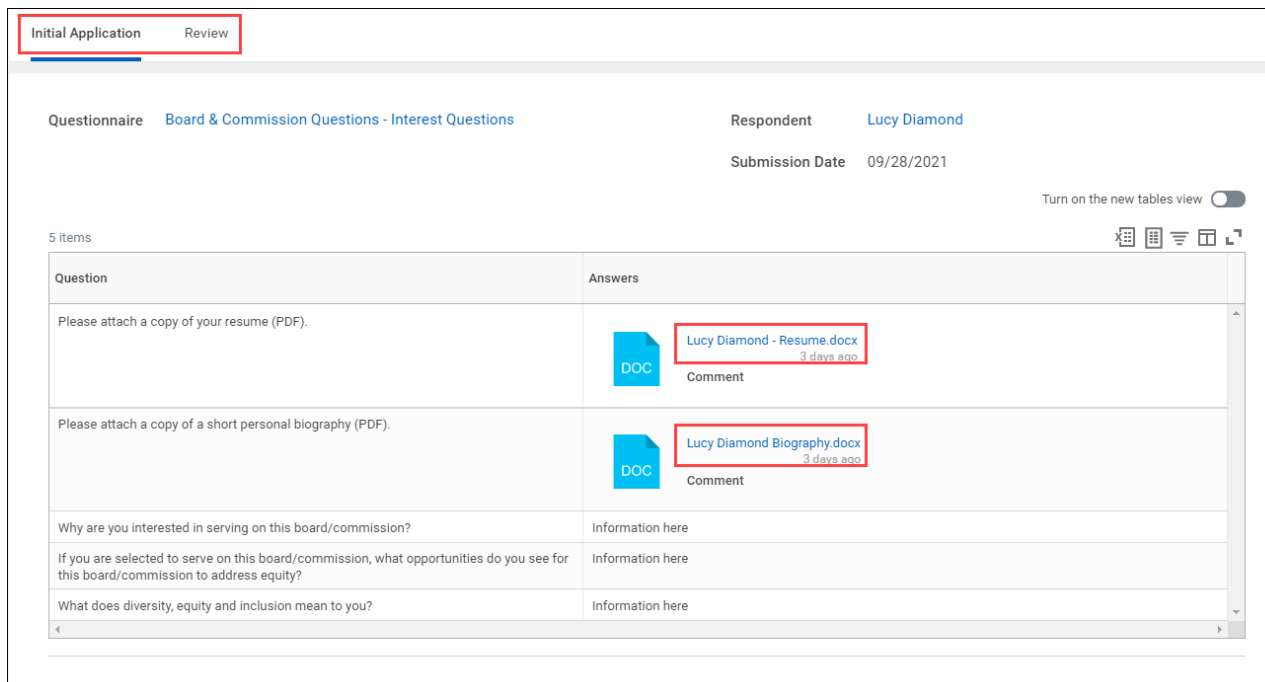
Recommended for Appointment

Actions ▾

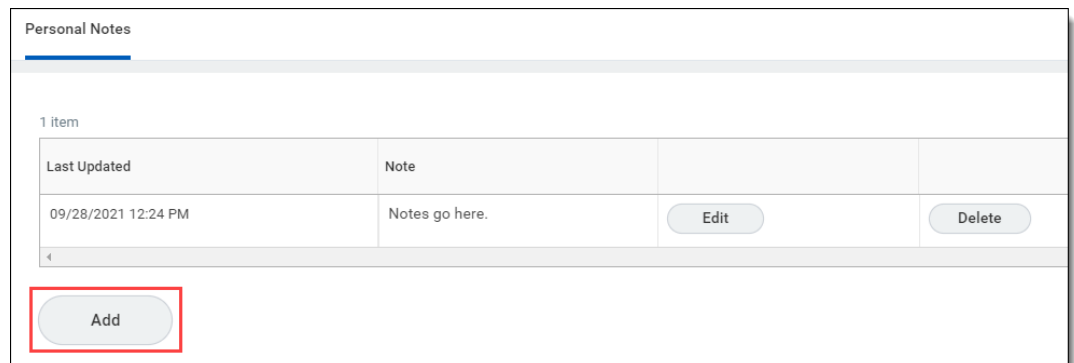
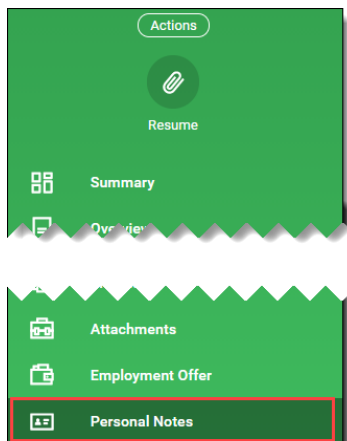
Step 3: Click on **Questionnaire Results** to view the candidate's attached resume, biography and answers to the application questionnaires.



Step 4: Click between the **Initial Application** and **Review** tabs to see the submitted candidate documents and answers to the questionnaires.



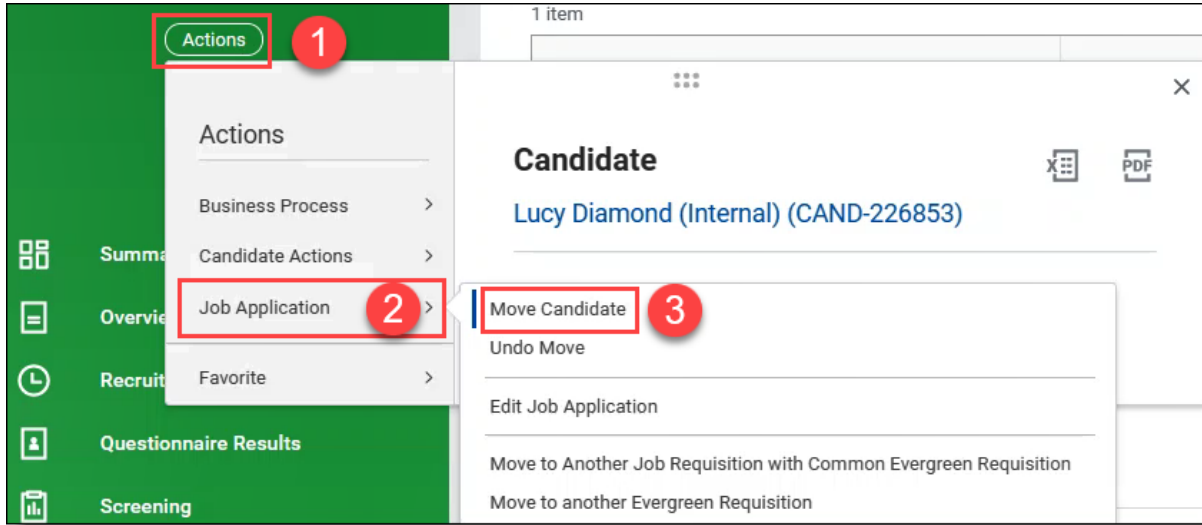
You can add **Personal Notes** that will only be visible to only you. Click on **Personal Notes** in the left navigation panel on the candidate profile, then click **Add**. Add your notes and click **OK**.



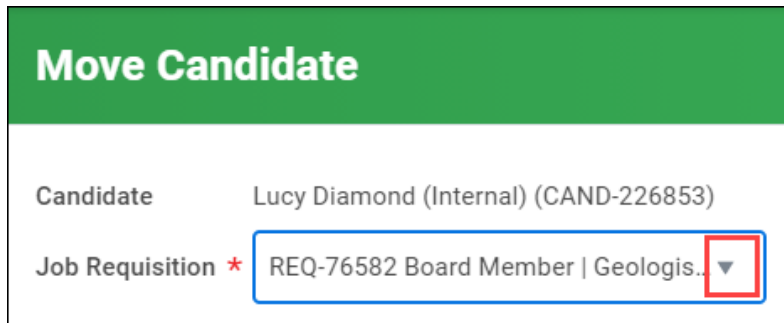
Move to Recommended for Appointment

Follow these steps once a qualified candidate has been selected to move forward.

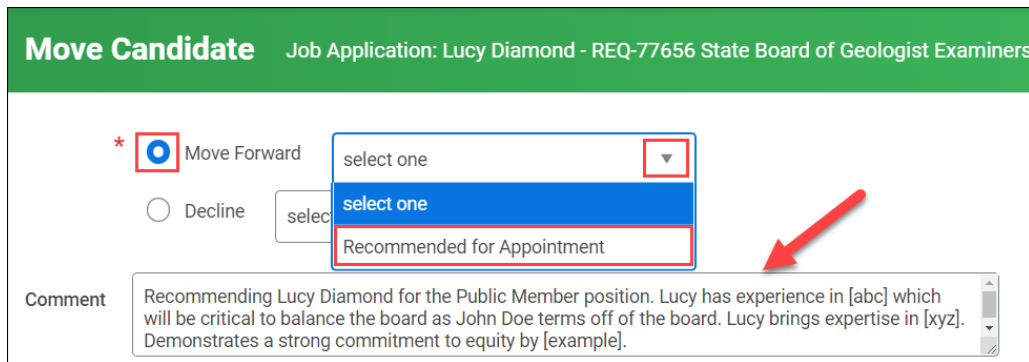
Step 1: Click on **Actions** (1), hover over **Job Application** (2) and select **Move Candidate** (3).



Step 2: Use the drop down arrow to select the **Job Requisition** the candidate is to be moved forward on. Note: You will only get this task if the candidate has more than one active application. Click **OK**.



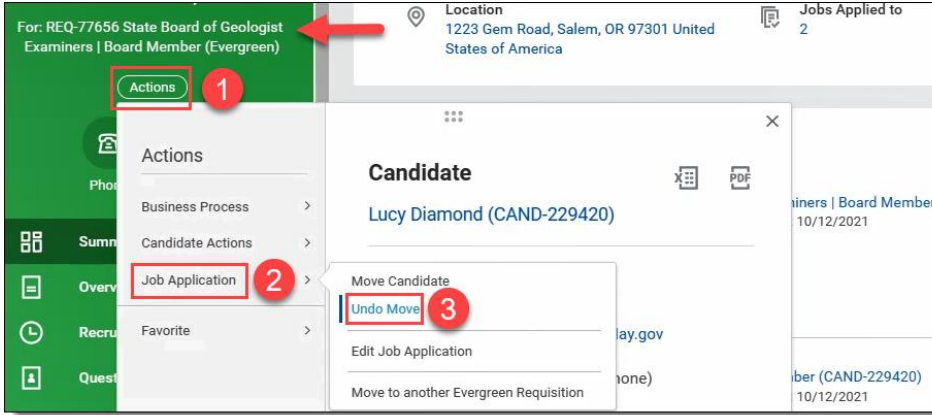
Step 3: Click on **Move Forward** and then the down arrow to select **Recommended for Appointment**. In the **Comment** field, add the Position number or name (example Position 1 or Public Member) you want them to move into and your reason for the recommendation. Click **OK**.



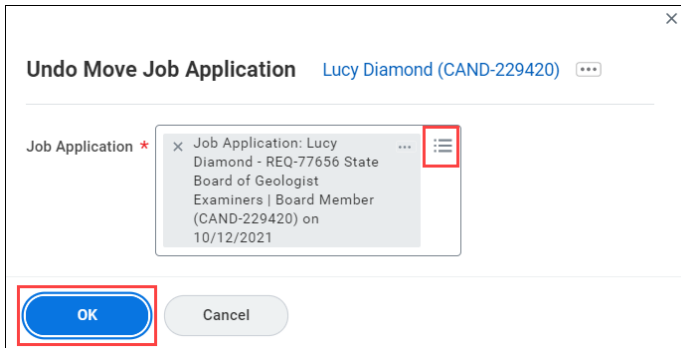
Undo Move – Move back a step

Follow these steps if a candidate needs to be moved back a step. Example: Move from *Recommended for Appointment* back to *Review for Recommendation* or *Review for Recommendation* back to *Review*.

Step 1: Go to the candidate profile by typing “cand:name” in the search bar, hit enter, and select the *Recruiting* category in needed. Click on the search results. Make sure you are on the correct job application for the candidate, if not select the link from the *Active Job Applications*. Click on **Actions** (1), hover over **Job Application** (2), and select **Undo Move** (3).



Step 2: Use the menu prompt to select the correct job requisition and click **OK**.



Step 3: The *Proposed* section shows the step the candidate will be moved back to. Check the **Confirm** box and enter a comment such as “moved in error.” Click **Submit**.

