SUNY Cortland’s On-Line Recruitment (SCOLR) System
http://jobs.cortland.edu/hr

Requesting Permission for Campus Interview

Once the search committee has identified the candidates they wish to bring to campus, the candidates must be approved by the Affirmative Action Officer. This process is done on-line within the system.

Search Chair Role:

1. The search chair changes each of the identified candidates Status to ‘Campus Interview Requested’
   a. Select ‘Continue to confirm>>’
   b. Select ‘Save Status Changes>>’
   c. Repeat this step for each candidate identified for a campus interview

2. The search chair can now logout of the system – all applicant status changes have been saved.

3. Search Chair alerts Hiring Manager or department secretary to submit candidates to the affirmative action officer

Hiring manager or department secretary role:

4. Login to SCOLR as yourself (NOT as the guest user: GU####)

5. Find the active requisition

6. From the active requisition do one of the following:
   a. To automatically submit the request
      i. Select ‘Submit Interviewees to AA Officer’ located in the Posting Status column
      ii. Select ‘Confirm’

   or

   b. To review the selected candidates prior to submitting
      i. select ‘View’ under the Campus Title
      ii. Review candidates as necessary
      iii. Select ‘View Posting Summary’ at the bottom of the page
      iv. Select ‘Submit Interviewees to AA Officer’ and Click ‘Continue’ under the Posting Status section
      v. Select ‘Confirm’

7. An email notification will be generated for the AA Officer

8. AA Officer (Wendy McAllister) reviews and approves/denies the candidates and changes the applicant status accordingly

9. Once reviewed, the requisition status is moved to ‘Interviewees Approved by AA Officer/HR’ and an email is generated to the hiring manager