Submitting Interim Recruitment Report
Hiring Official and AA Officer Users

Purpose: To narrow applicant pool into interview pool according to EEO/AA requirements.

Timeline: EPA positions post for a minimum of one month. The Interim Recruitment Report can be submitted any time after close of business on Closing Date, which is located on the General Information Tab.

Procedure:

1. Log into PeopleAdmin (http://jobs.ncsu.edu/hr). The current, posted vacancies will be listed.
2. Select View beneath the Position Title column. The current, active applicants will be listed.
   a. To change one applicant status,
      i. Click Change Status under the Status column.
      ii. Click on the drop down arrow in the Status column.
      iii. Select an Interim Report Status (refer to 4.4.1 Applicant Status Options for complete list). There are additional options to choose from, but these are the only available for this stage of recruitment.
      iv. Leave the NC State Status as NCSU. This is an option that campus SPA is using. We will not be using this option.
      v. If you chose Not Best Qualified, you will need to click on the Reason column drop down arrow and select a reason (refer to 4.5 NCCE NBQ Reasons for complete list). This option is not available for any other status.
      vi. Click on Continue to Confirm Page.
      vii. Click on Save Status Changes.
      viii. Click on View Posting Summary. Select EPA/NCCE: Submit Interim Report for AA Approval (Open to Applicants) if the position status is open or EPA/NCCE: Submit Interim Report for AA Approval (Closed to Applicants) if the position status is closed.
   b. To change multiple applicants statuses,
      i. ✔ the box in the All/None column for the applicants that you would like to change and click on the CHANGE MULTIPLE APPLICANT STATUSES button.
      ii. Use the top gray box: Change For All Applicants.
      iii. Click on the drop down arrow in the Status column.
      iv. Select an Interim Report Status (refer to 4.4.1 Applicant Status Options for complete list). There are additional options to choose from, but these are the only three available for this stage of recruitment.

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v. Leave the NC State Status as NCSU. This is an option that campus SPA is using. We will not be using this option.

vi. If you chose Not Best Qualified, you will need to click on the Reason column drop down arrow and select a reason (refer to 4.5 NCCE NBQ Reasons for complete list). This option is not available for any other status.

vii. Click on Continue to Confirm Page.

viii. Click on Save Status Changes.

ix. Click on View Posting Summary.

x. Select EPA/NCCE: Submit Interim Report for AA Approval (Open to Applicants) if the position status is open or EPA/NCCE: Submit Interim Report for AA Approval (Closed to Applicants) if the position status is closed.

xi. Click Continue.

xii. Click Confirm.

c. When finished, you can view other vacancies or logout of PeopleAdmin.

4. System generates email to notify AA Officer of report.

5. AA Officer reviews Interim Recruitment Report and
   a. Approves if report meets all EEO/AA requirements. System generates email to notify Hiring Official and HR of report approval.
   b. Requests more information if report is questionable. Depending on response, follow step a or c.
   c. Denies if report does not meet EEO/AA requirements. AA Officer will send email with additional instruction for report corrections. Return to step 7. System generates email to notify Hiring Official of report denial.

6. Interviews are set and conducted in county office.