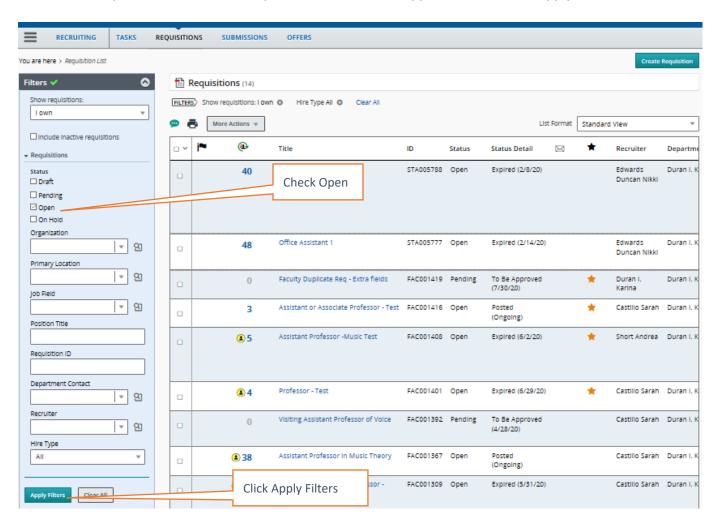
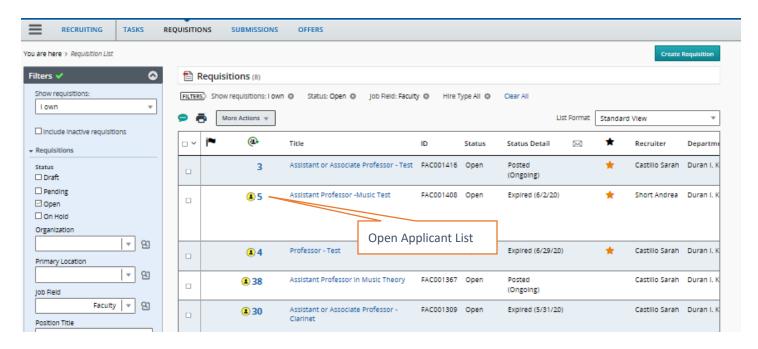
This guide provides the steps to request the EOS review of the Applicant Pools. Applicant pools must be approved prior to interviews being conducted.

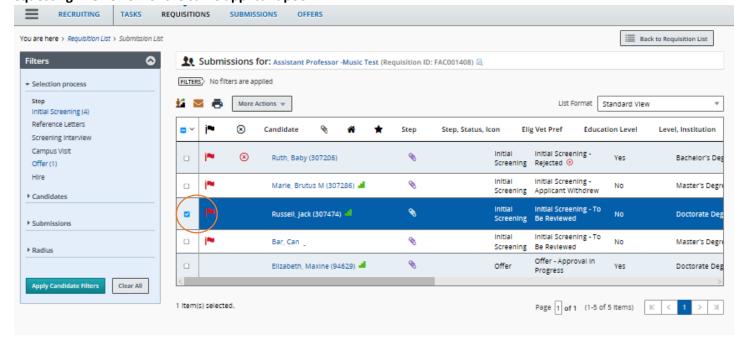
On the Requisition tab, check the Open box to view active applications and click Apply Filters button.



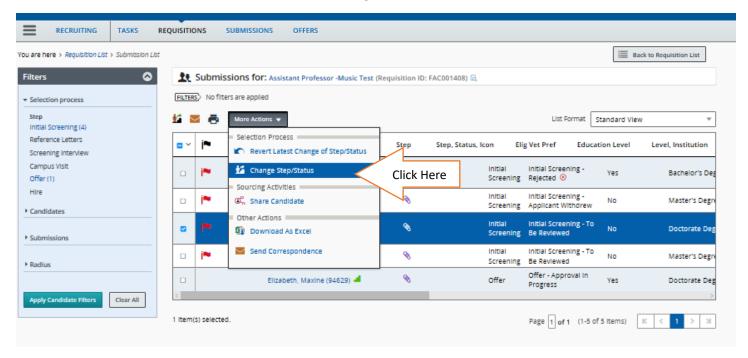
2. From the Requisition tab, click on the job title to take you to the individual posting detail and applicant pool.



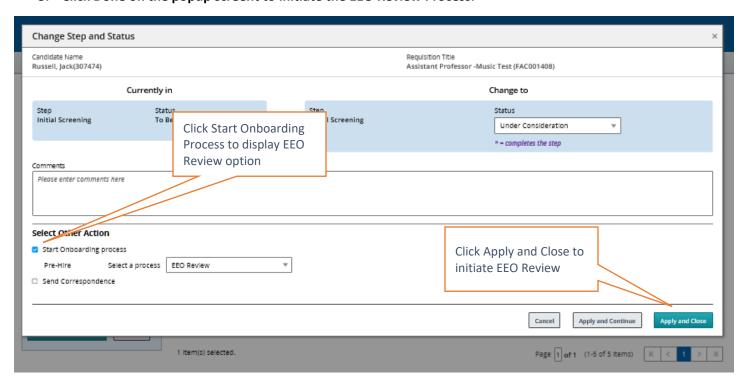
3. This list displays the candidate name and basic information that the candidate filled out as part of the application. Select the checkbox for only <u>one</u> applicant. Selecting multiple applicants will send multiple emails requesting EEO review of the same applicant pool.



4. From the More Actions menu, select Start Onboarding (Transitions) Pre-Hire Process.



5. Click Done on the popup screent to initiate the EEO Review Process.



An email is sent to EOS to notify them to review the applicant pool. The department contact will receive an email from EOS with the approval or with a request for additional information.

Reminders

- Once the approval is received, the department can start the interview process.
- Upload a copy of the approval email to the final request for offer.
- The EOS review process only needs to be done on one candidate per posting.