

1 Introduction

1.1 Course Goals

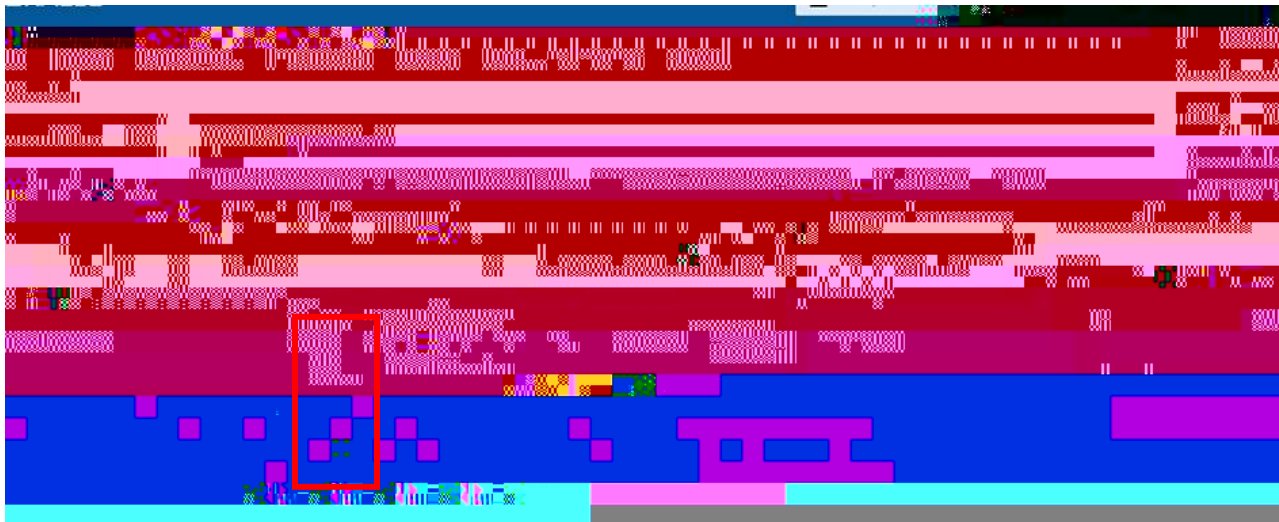
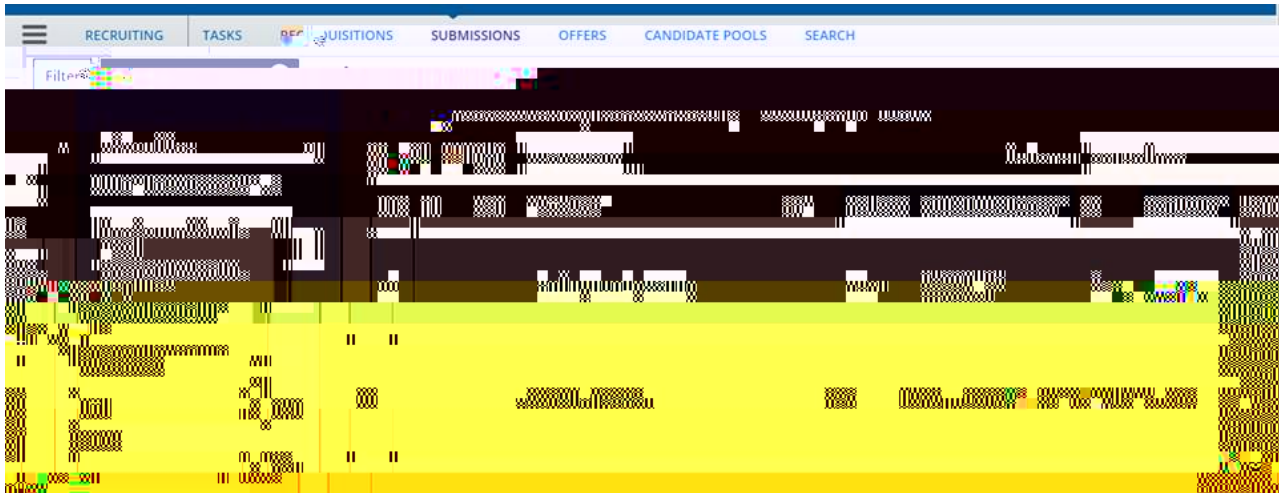
x
x

2 Interview Pool Management

2.1 JOB AID: Pre-Interview Approval for Department Chairs, Deans, Vice Provost and OIIE

User can go to the Faculty document storage in ImageNow to review uploaded application files. Applicants can be found in ImageNow using the requisition id, TU search number , name or candidate identifier. See Section 3.1 for information on using ImageNow and section 3.2 for viewing files in Taleo.

2.1.1 Option 1 to View and Approve Interview Candidates (This is the quickest)



[Change Step/Status](#)

- OR -

[More Actions](#)

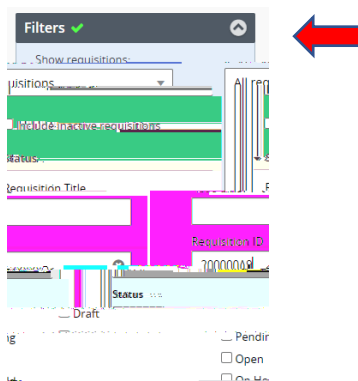
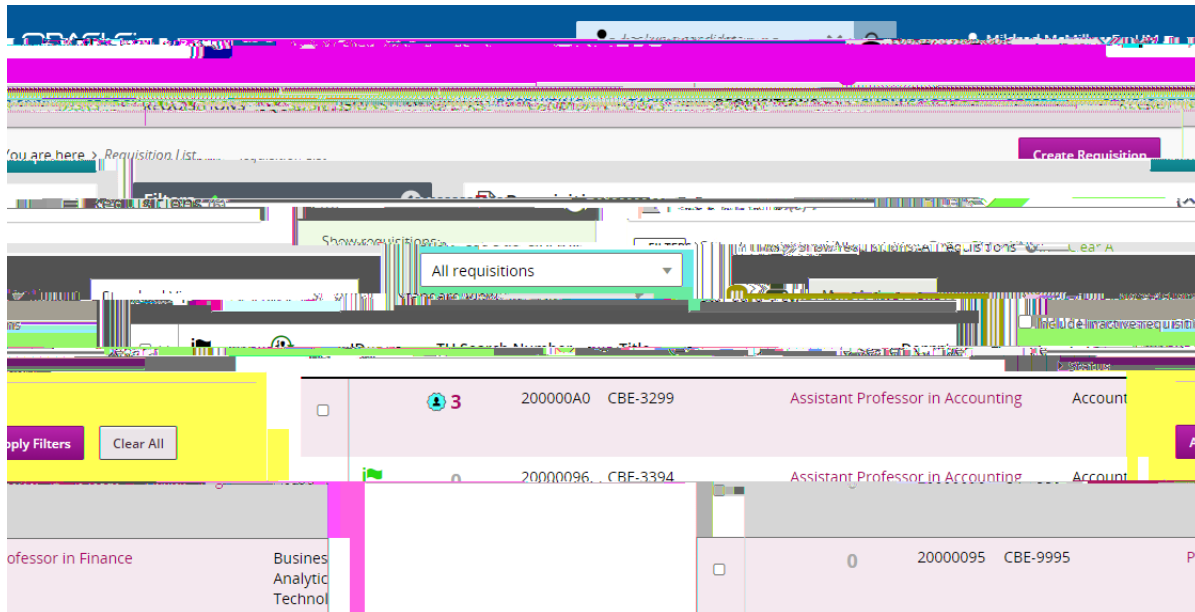
[Change Step/Status](#)

IMPORTANT FOR ALL USERS:

The details of all steps and statuses with the order are below in 'Faculty Candidate Selection Workflow' (see Section 3.6).

b.

2.1.2 Option 2 to View and Approve Interview Candidates



Active Candidate Count

TIP: 'Filters' on the left hand side can be used to find requisition. Enter search data and then select 'Apply Filters' at bottom of section. The 'Filters' tab can also be collapsed to see more data elements on the screen.



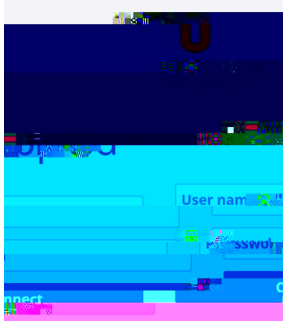
3 Appendix

3.1 View Candidate Files in ImageNow

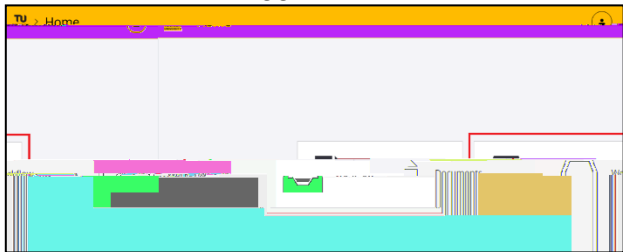
Search committee members will view applicant materials using a web based application that will work with any modern browser on any platform without the need to install the Perceptive Content/ ImageNow client.

To log into Perceptive Content Experience navigate to <https://webnow.towson.edu/experience/#login>

Login screen:

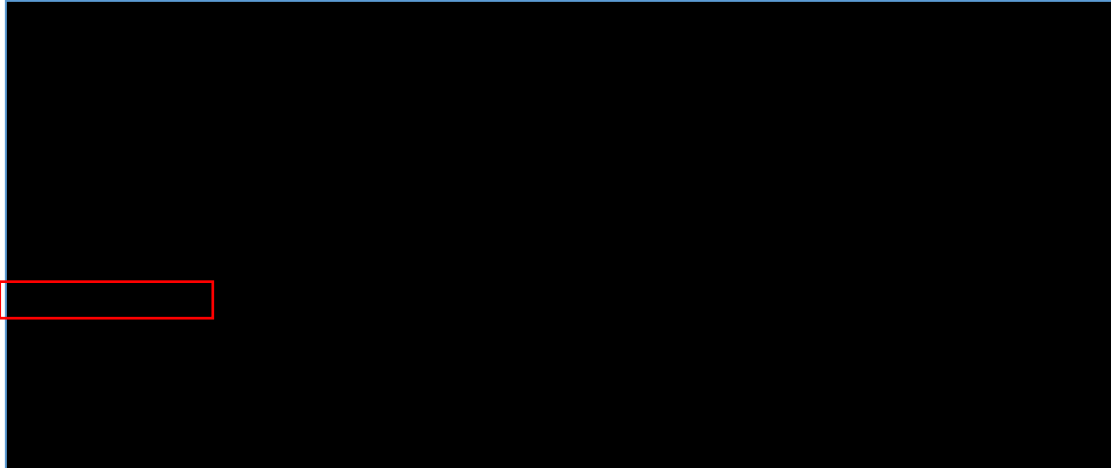


Use your Towson University NetID account for Perceptive Content. Log in with your standard network credentials. Once logged in, click on the 'Workflow' button.



button.

You will be taken to a Workflow space and all Searches where you participate in will be listed on the left. Navigate to the appropriate queue.

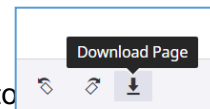
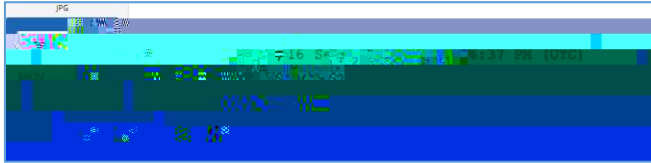


Click on the document to open it. The pages of the document are shown with thumbnail images on the left. Clicking on one of these will open that page. Note: Each 'page' is a separate file submitted by the applicant in their native, original format. For example, a multi-page PDF file will open the PDF within the view screen with the PDF controls available to navigate through the PDF pages. The properties of the document are on a panel to the right. The Properties will list the Index values and other meta data of the document. The page View / Zoom controls are on the bottom. To turn off the Properties box, click the 'Show or Hide Properties' button on the right hand side.



Viewing Video Files

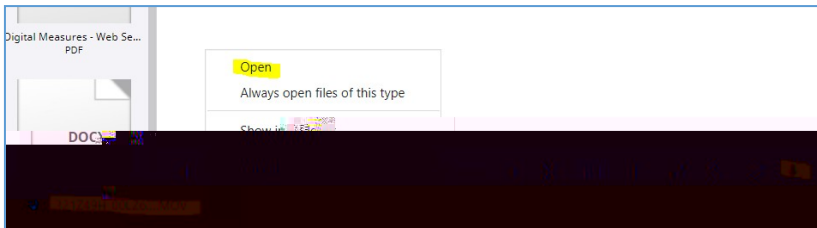
While most candidate files can be viewed within the Experience app, video files, AVI, MOV, MP4, etc., will need to be exported to your local machine. When you click on a page that is a video file, a short description of the file will display.



Along the bottom of the viewing panel, is the Download Page button.

There is a similar button on the top toolbar, which is to download the entire document. Use the Download Page button to just export the video file.

The file will be saved in your default Downloads folder, where you can open it using your computer's video software. Unfortunately, the file will be named with Perceptive Content's database identifier that is not very useful. You might want to rename the file to reference the candidate, but this is not necessary since the original file remains in the Content file store.



While still in the document view, clicking the back arrow in the upper left corner will close the document and take you back to the queue.

Clicking on the TU at the top left corner at any point will take you back to the initial 'Home' landing page.

The top right "profile" button is how you Disconnect. ~~Click~~ the button to Disconnect ~~Logoff~~.

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Status in
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Pre- Interview Screen						

