

SUCCESSFACTORS – STAFF APPLICANT WORKFLOWS

Purpose

To provide guidance for transitioning applicants to different workflow statuses to process applications through the application lifecycle.

Prerequisites

Review of the *Login & Basic Navigation* procedure, the *User Roles* procedure and the *Reviewing Staff Applications* procedure.

Procedures

1. When applications are submitted, new applicants will automatically be set to the workflow state titled “New Applicant”. Facilitators will review all applications in the “New Applicant” workflow state daily.
 - a. Submitted applications should be screened daily or at least once a week.
 - b. All other Department User Roles will not be able to review applicants in the “New Applicant” workflow state for Staff positions. Facilitators will pre-screen applicants to ensure they meet minimum qualifications prior to moving qualified applicants forward to the department for further review.
2. Facilitators will move applicants who meet minimum qualifications to the “Application Review” workflow state. Applicants who do not meet minimum qualifications will be dispositioned by Facilitators.
 - a. Applicants that make it through the initial screening will be accessible by the other department users that will have access to review applicants to a given requisition.
3. Department users with the access to review and/or transition applicant workflow states will be able to review all applicants in the “Application Review” workflow state under the sub-status “Committee/Manager Review”. For additional insight into which user roles would have access to view and/or transition applicant workflows, please review the User Roles procedure.
 - a. To view applicants for a given position, go to the job requisition in SuccessFactors. On the job requisition, click the “Candidates” tab.

Administrative Business Associate (7530)

[Job Requisition Details](#)[Job Profile](#)[Candidates \(3\)](#)[Job Postings \(0\)](#)[Candidate Search](#)

REQUISITION INFORMATION

Req Id 7530

* Status Open* Number of Openings 1

- b. On the “Candidates” tab, click the name of the applicant you would like to review to open their application profile.
- i. Note, applicants who are internal applicants will have a blue icon under the “Applicant Type” column. External applicants will have a red icon.

Status and Filters [Hide](#)

[Status \(All\)](#) [Filters \(0\)](#)

☐ Forwarded	0
☐ Invited To Apply	0
☐ New Application	0
☐ Reactivate Application	0
> ☐ Application Review	3
☐ Self Disclosure	0
> ☐ Interview	0
☐ Reference Check	0
☐ Letter of Recommendation	0
> ☐ Offer *	0

[Requisitions List / Administrative Business Associate \(7530\) /](#)
Applicants

Applicants (3)

☐	Name	Status	Unre	Applic
☐	Rachel Green	Committee/Manager Review	No	
☐	Monica Geller	Committee/Manager Review	No	
☐	Nicole M Gamerl	Committee/Manager Review	No	

Rachel Green

Move

Contact

View

tenikki33+uat4@gmail.com

444-444-4444

Application URL

Status: Committee/Manager Review

Type: External Candidate

Applicant Information

Resume and Documents

Comments

Activity

Applicant History

Audit Information

Application Information

Application Date:

03/13/2025

Additional Attachments (References, Work Examples, etc.):

0 document attached

Reference Attachments:

0 document attached

Letter of Recommendation:

0 document attached

Personal Information

Preferred First Name:

Employment Information

Are you at least 16 years of age?:

Yes

Are you legally authorized to work in the United States?:

Yes

Will you now or in the future r
employment Visa?:

No

- c. Review applicants to first confirm they meet minimum qualifications. Applicants that do not meet minimum qualifications should be screened out by HR Staffing, but if you review an applicant and determine they don't meet the minimum qualifications for your position, disposition their application.
 - i. How to disposition applicants will be discussed later in this procedure.
 4. Begin internally ranking your applicants. HR Staffing recommends using an external spreadsheet to rank the candidates based on education, experience and skills qualifications. The "ABC" method is what HR Staffing recommends as the method of ranking your applicants:
 - a. "A" group applicants are your top applicants, those that you will want to interview.
 - i. A group applicants will include any RIF/Grant Expiration applicants. You will receive an email from your HR Staffing representative if a RIF/Grant Expiration applicant applies to your position.
 - ii. "B" group applicants are those that you would review if your A group applicants do not work out. They may meet some or most of the department's needs, but wouldn't necessarily be considered the top applicants.
 - iii. "C" group applicants are those that don't meet the needs of the department. These applicants should be dispositioned as soon as it's determined the department will not be moving forward with considering these applicants for the position.

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1. As mentioned, how to disposition applicants will be discussed later in this procedure.
5. Once you identify an applicant who you will want to proceed with an interview with, you will select their application under the applicants list on the “Applicants” menu.

[Requisitions List / Administrative Business Associate \(7530\) /](#)

Applicants

Applicants (3)

Selected (1)

☐	Name	Status	Unread	Applicant Type	Application Date
☒	Rachel Green	Committee/Manager Review	No		03/13/2025
☐	Monica Geller	Committee/Manager Review	No		03/13/2025
☐	Nicole M Gamerl	Committee/Manager Review	No		03/13/2025

- a. With the applicant selected, click the blue “Move” button at the top of the applicants list.

Applicants (3)

Selected (1)

☐	Name	Status	Unread	Applicant Type	Application Date	For employment opportunities, do you wish to use the State of Nebraska Veteran's Preference (Nebraska Revised Statute 48-227)?
☒	Rachel Green	Committee/Manager Review	No		03/13/2025	I am not a veteran or spouse of a veteran with a 100% permanent disability rating
☐	Monica Geller	Committee/Manager Review	No		03/13/2025	No, I do not wish to use the Nebraska Veteran's Preference
☐	Nicole M Gamerl	Committee/Manager Review	No		03/13/2025	I am not a veteran or spouse of a veteran with a 100% permanent disability rating

- b. The current application status will show as “Application Review”, the sub-item or “sub-status” will automatically show as “Request Approval of Short List”. This is because other campuses have this step as part of their workflow process. UNMC will not be following this process.

Move Applicants

Move to status: *

Application Review

Sub-item: *

Request Approval of Short List

Comments:

Enter a comment.

Eligible to Move (1)

Name	Current Status	Eligibility
Rachel Green	Committee/Manager Review	✓ Eligible for the next status.

- c. Click the dropdown icon next in the “Move to status:” section.
 - i. The below image will show the list of possible workflow statuses you can move the applicant to.
 1. Be sure to **never** select “Self Disclosure” as this workflow status is only used for the Nebraska State College System and will send the applicant a criminal history self-disclosure document. UNMC’s background check process includes a self-disclosure process and will be handled at that time.

Move Applicants

Move to status: *

Application Review

New Application

Reactivate Application

Application Review

Self Disclosure

Interview

Reference Check

Letter of Recommendation

Offer *

Disqualified - Send Email

Disqualified - No Email

- d. Select “Interview” as the workflow status and “Interview 1” as the sub-item/sub-status and select the blue “Move” button at the bottom of the screen.

Move Applicants

Move to status: * 

Interview

Sub-item: * 

Interview 1

Interview 2

1000 characters remaining

Eligible to Move (1)

Name	Current Status	Eligibility
Rachel Green	Committee/Manager Review	✓ Eligible for the next status.

 **Move** Cancel

- i. This will identify that the applicant is in the interview process. The interview process will continue to be processed how you currently handle interviews internally within your department. All scheduling will be done outside of the system.
 - ii. If additional interviews are conducted, you may move the sub-item/sub-status to “Interview 2”, but this is at your discretion and is not required by UNMC HR Staffing.
6. After interviews are conducted and you are ready to move forward with your top applicant, select the applicant under the Applicants section of the applicant list and click the blue “Move” button at the top right of the applicant list.

Requisitions List / Administrative Business Associate (7530) /

Applicants

Search for name  

Applicants (3) 

Selected (1)

☐	Name	Status	Unread	Applicant Type	Application Date	For employment opportunities, do you wish to use the State of Nebraska Veteran's Preference (Nebraska Revised Statute 48-227)?	
☒	Rachel Green	Interview 1	No		03/13/2025	I am not a veteran or spouse of a veteran with a 100% permanent disability rating	
☐	Monica Geller	Committee/Manager Review	No		03/13/2025	No, I do not wish to use the Nebraska Veteran's Preference	
☐	Nicole M Gamert	Committee/Manager Review	No		03/13/2025	I am not a veteran or spouse of a veteran with a 100% permanent disability rating	



- a. Select the dropdown in the Workflow Status field.
 - i. You can move the applicant to the Reference Check option, but this is not required by HR Staffing. This can be done outside of the system once you are ready to select an applicant, but prior to extending a formal offer of employment.
 - ii. Letter of Recommendation is also not required by HR Staffing.
 - iii. Offer is required by HR Staffing. Once an offer is ready to be made, move the applicant to the Workflow status "Offer" and sub-item/sub-status "Ready to Prepare Offer Approval".

1. At this stage, if you have not done so already, please notify your HR Staffing representative that you will need your requisition to be placed on hold.

Move Applicants

Move to status: *

Offer *

New Application

Reactivate Application

Application Review

Self Disclosure

Interview

Reference Check

Letter of Recommendation

Offer *

Disqualified - Send Email

Disqualified - No Email

Move Applicants

Move to status: *

Offer *

Sub-item: *

Ready to Prepare Offer Approval

Ready to Prepare Offer Approval

Ready to Prepare Contingent Offer

Pre-Employment Checks *

Eligible to Move (1)

Name	Current Status	Eligible
Rachel Green	Interview 1	✓

- iv. The “Ready to Prepare Offer Approval” workflow state is a required workflow state
- b. Once in the “Ready to Prepare Offer Approval” workflow state, the department should initiate the offer letter process as per their current internal process. Offer letter templates can be found on the [NU Values – Staffing – Sample Letters](#) webpage.
- c. In the “Ready to Prepare Offer Approval” workflow state, you will also need to initiate the Offer Approval.
 - i. If you are not currently still on the application, navigate to the requisition, access the candidates tab, and click on the applicant’s name.

Applicants

☐	Name	Status	Unread	Applicant Type
☐	Rachel Green	Ready to Prepare Offer Approval	No	
☐	Monica Geller	Other (List Reason)	No	
☐	Nicole M Gamert	Pending Candidate Disposition	No	

- d. With the application open, click the ellipsis (...) button at the top of the application.

Rachel Green

[Move](#)
[Contact](#)
[View Profile](#)
...

tenikki33+uat4@gmail.com
 444-444-4444
 Application URL
Status: Ready to Prepare Offer Approval
Type: External Candidate

[Applicant Information](#) | v
[Resume and Documents](#)
[Comments](#)
[Activity](#)
[Applicant History](#)
[Audit Information](#) | v

Application Information

Reminder to Prepare Offer Approval

Select More Actions (the three-dot selection) and select *Initiate Offer Approval*.

Application Date:

03/13/2025

Additional Attachments (References, Work Examples, etc.):

0 document attached

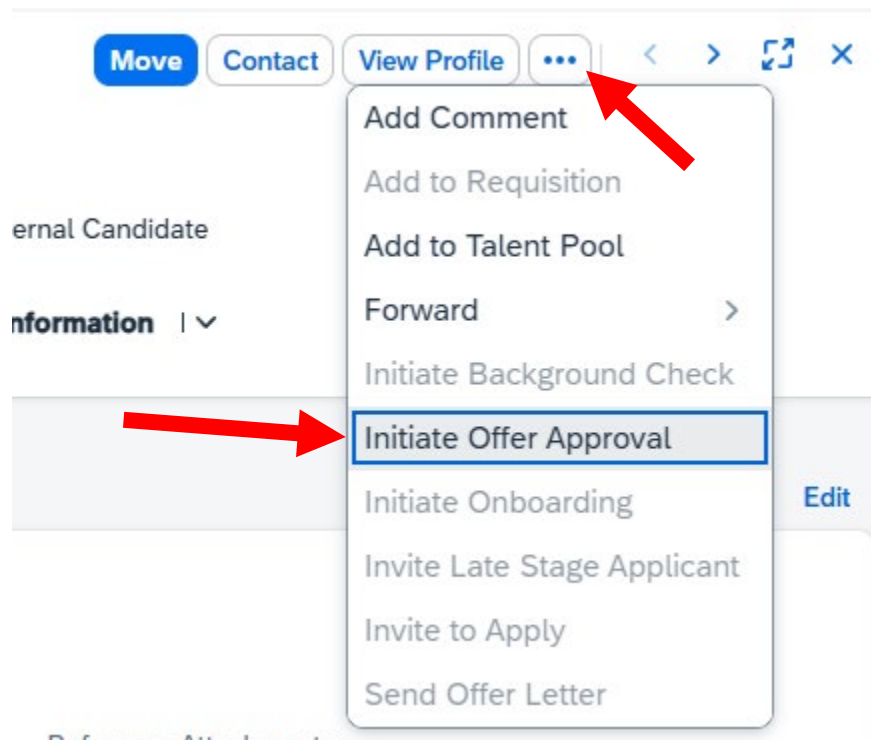
Reference Attachments:

0 document attached

Letter of Recommendation:

0 document attached

- e. On the dropdown menu, select "Initiate Offer Approval".



- f. The Offer Approval will load into the webpage. Ensure all information is correct. Fill out any missing required information (as identified by the red star icon).

▼ Offer Details

Language

* Select Offer Template

Requisition Number **7530**

Hiring Manager **Nicole M Gamerl**

First Name

Last Name

Email

Resume / CV [Resume](#)

Position

Working Title **Administrative Business Associate**

Department **Int Med Cardiovascular Medicine UNMC (50000584)**

* FTE

* Full-time or Part-time

* Contract Length

* Hire Reason

* Start Date

End Date

* Budgeted Annual Salary

- g. Once all required fields are populated, click the blue “Send for Approval” button at the bottom of the page.
 - i. You will be notified of any missing fields or errors. If there are any errors, please correct these fields and send for approval again.



- h. Notify the Hiring Official identified as the Hiring Official Role on the requisition to approve the job offer. The Hiring Official should have the Offer Approval as an

Approval reminder on their home page. On the Job Offer reminder, the Hiring Official will click “Job Offer”.

Nebraska
Medical Center

Home

Search for actions or people

Good morning!

Quick Actions

Give Feedback

Create Activity

View My Profile

View Org Chart

Manage My Goals

Careers - Internal Job Postings

View Reminders

View Favorites

Approvals

Job Offer

Rachel Green

Submitted on Jul 30, 2025

Job Ti... Administrative Business Assoc...

Req Id 7530

Hiring Official Nicole M Gamerl

HR/Compliance Appro... Michael S Mil...

Pending For 0 day

Job Requisition

Accreditation & Assessment Specialist

Submitted on Mar 26, 2025

Location UNMC (3000)

Req Id 7792

Hiring Official Jane L Meza

Pending For 126 days

Approvals

Job Offer

Rachel Green

Submitted on Jul 30, 2025

Job Ti... Administrative Business Assoc...

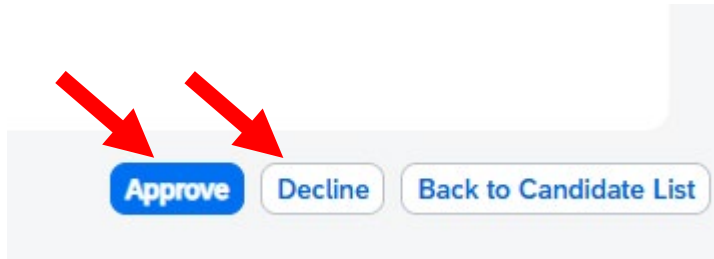
Req Id 7530

Hiring Official Nicole M Gamerl

HR/Compliance Appro... Michael S Mil...

Pending For 0 day

- i. The Job Offer will open. The Hiring Official will review the information for accuracy and either “Approve” or “Decline” the job offer using the “Approve” or “Decline” buttons at the bottom of the page.
 - i. If the Job Offer is declined, the process will need to be restarted by initiating the job offer again as outlined previously to include whatever updates are necessary.



- j. The department should receive an automated email when a job offer is approved. Once approved, return to the requisition. Open the Candidates page and select the applicant.

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Applicants

Search for name Q					
Applicants (3)					
☐	Name	Status	Unread	Applicant Type	Applica
☐	Rachel Green	Ready to Prepare Offer Approval	No		03/13/2
☐	Monica Geller	Other (List Reason)	No		03/13/2
☐	Nicole M Gamerl	Pending Candidate Disposition	No		03/13/2

- k. With the application opened, select the blue “Move” button at the top of the webpage.

Rachel Green

tenikki33+uat4@gmail.com
 444-444-4444
 Application URL
 Status: Ready to Prepare Offer Approval
 Type: External Candidate

[Applicant Information](#) |
 [Resume and Documents](#) |
 [Comments](#) |
 [Activity](#) |
 [Applicant History](#) |
 [Audit Information](#) |

Application Information

- I. The workflow status pop-up window will appear. The workflow status will remain as “Offer” and the sub-item/sub-status should pre-populate as “Pre-Employment Checks”. If “Pre-Employment Checks” does not pre-populate, select this option on the sub-item dropdown menu. Click the blue “Move” button at the bottom of the pop-up window.
 - i. This will initiate the background check process.
 - ii. You should also work with Employee Health Services to schedule any required pre-employment health assessments, if necessary.

Move Applicants

Move to status: *

Offer *

Sub-item: *

Ready to Prepare Offer Approval

Ready to Prepare Offer Approval

Ready to Prepare Contingent Offer

Pre-Employment Checks *

1000 characters remaining

Eligible to Move (1)

Name	Current Status	Eligibility
Rachel Green	Ready to Prepare Offer Approval	✓ Eligible for the next status.

Move Cancel

7. Background checks will be monitored by HR Staffing. Once a background check is complete, the applicant will be transitioned to the “Ready for Onboarding” workflow state by UNMC HR Staffing. No other workflow transitions will be required by the department.
 - a. Note, you may check on the status of your background checks at any time with your HR Staffing Representative. Applicants with background checks that have pending items may receive contingent approval to start as long as all necessary information has been submitted by the applicant. This is typically reserved to applicants with pending adult/child abuse checks if the forms for the specific state(s) being checked have been submitted as these checks may take several weeks for results to come in. Some exceptions have been made for pending education or criminal history checks due to excessive delays from schools or state/county courts replying to OneSource’s inquiries. Once all checks are completed, the applicant will be transitioned to the “Ready to Onboard” and/or “Hired” workflow state(s) within SuccessFactors.

- b. The department will be notified of the workflow change via an automated email message.
8. Applicants that will not be hired will need to be dispositioned.
 - a. UNMC HR Staffing will disposition applicants that do not meet minimum qualifications to be considered for employment to a given position based on the minimum education and experience requirements on the position description.
 - b. Department users with the ability to transition applicant workflows will need to disposition any applicants that make it through HR's initial review that will not be extended a hiring offer.
9. To disposition an application, select the application that you are wanting to disposition.
 - a. With the application selected, click the blue "Move" button.
 - i. Note, you can mass transition applicants by selecting multiple applicants at one time.

Requisitions List / Administrative Business Associate (7530) /

Applicants

Search for name						
Applicants (3)						
Selected (1)						
☐	Name	Status	Unread	Applicant Type	Application Date	For employment opportunities, do you wish to use the State of Nebraska Veteran's Preference (Nebraska Revised Statute 48-227)?
☐	Rachel Green	Ready to Onboard	No		03/13/2025	I am not a veteran or spouse of a veteran with a 100% permanent disability rating
☒	Monica Geller	Pending Candidate Disposition	No		03/13/2025	No, I do not wish to use the Nebraska Veteran's Preference
☐	Nicole M Gamert	Pending Candidate Disposition	No		03/13/2025	I am not a veteran or spouse of a veteran with a 100% permanent disability rating

- b. Move the workflow status to "Disqualified – Send Email".
 - i. Please note, the "Disqualified – No Email" option is to only be used only in specific circumstances where the applicant already has been notified

by the department that they are no longer under consideration.

Move Applicants

Move to status: *

Disqualified - Send Email

New Application

Reactivate Application

Application Review

Self Disclosure

Interview

Reference Check

Letter of Recommendation

Offer *

Ready to Onboard

Hired

Disqualified - Send Email

Disqualified - No Email



Move

- c. Select the sub-item or sub-status that fits with the reason why you will not be moving forward with the applicant.

Sub-item: *

Other (List Reason)

Ineligible For Rehire

Late Application – Applied After Review Date

Previous Employee- Incompatible for Position

Previously Considered

Position Filled By RIF Referral

Prior Job Stability

Relevancy Of Experience/ Education

Research

Search Closed – Loss Of Funding

Search Closed – No Hire

Teaching

Unable To Contact

Work Authorization Not Sponsored

Other (List Reason)



- i. If you select the “Other” dispositioning reason, please enter a reason in the associated “Comment” field. You may add comments for any dispositioning reason at your discretion, but it is required to add a comment if you select the “Other” dispositioning reason.

Move Applicants

Move to status: *

Disqualified - Send Email

Sub-item: *

Other (List Reason)

Comments:

Other applicants better fit department's needs for this position.

- d. Once dispositioned, the applicant will now be identified in the active applicant workflow with their dispositioning reason (the dispositioning sub-item/sub-status).

[Requisitions List](#) / [Administrative Business Associate \(7530\)](#) /

Applicants

Search for name



Applicants (3)

☐	Name	Status	Unread	Applicant Type
☐	Rachel Green	Ready to Onboard	No	
☐	Monica Geller	Other (List Reason)	No	
☐	Nicole M Gamerl	Pending Candidate Disposition	No	

- i. The application will also be identified in the “Status and Filters” menu under the “Disqualified – Send Email” workflow status.

Status and Filters Hide

Status (All)

Filters (0)

☐ Forwarded	0
☐ Invited To Apply	0
☐ New Application	0
☐ Reactivate Application	0
> ☐ Application Review	0
☐ Self Disclosure	0
> ☐ Interview	0
☐ Reference Check	0
☐ Letter of Recommendation	0
> ☐ Offer *	0
☐ Ready to Onboard	1
☐ Hired	0
> ☐ Disqualified - Send Email	1
> ☐ Disqualified - No Email	0
☐ Automatic Disqualified	0
☐ Pending Candidate Disposition	1

Requisitions List / Administrative Business Associate (7530) /

Applicants

Search for name

Q

Applicants (3)

☐ Name	Status
☐ Rachel Green	Ready to Onbo
☐ Monica Geller	Other (List Rea
☐ Nicole M Gamert	Pending Candi

- ii. If you click the “Disqualified – Send Email” workflow state on the “Status and Filters” menu, the applications in this workflow state will appear in the “Applicants” menu to the right.

Status and Filters Hide

Status (27)

Filters (0)

☐ Forwarded	0
☐ Invited To Apply	0
☐ New Application	0
☐ Reactivate Application	0
> ☐ Application Review	0
☐ Self Disclosure	0
> ☐ Interview	0
☐ Reference Check	0
☐ Letter of Recommendation	0
> ☐ Offer *	0
☐ Ready to Onboard	1
☐ Hired	0
> ☒ Disqualified - Send Email	1
> ☐ Disqualified - No Email	0
☐ Automatic Disqualified	0

Requisitions List / Administrative Business Associate (7530) /

Applicants

Search for name

Q

Status (Does Not Meet Preferred/

Applicants (1)

☐ Name	Status	Unread	App
☐ Monica Geller	Other (List Reason)	No	

10. Please contact your Staffing Representative if you have any questions on applicant workflows.

Michael Miller Manager, Talent Acquisition (402) 559-5906 michael.miller@unmc.edu	Alec Kudrna Talent Acquisition Specialist (402) 559-0085 alec.kudrna@unmc.edu	Tina Johnson-Randle Staffing Coordinator (402) 559-4101 jobs@unmc.edu
CHILD HEALTH RESEARCH INSTITUTE COLLEGE OF MEDICINE INFORMATION TECHNOLOGY MUNROE MEYER INSTITUTE	ACADEMIC AFFAIRS BUSINESS AND FINANCE CHANCELLOR'S OFFICE COLLEGE OF ALLIED HEALTH PROFESSIONS COLLEGE OF DENTISTRY COLLEGE OF NURSING COLLEGE OF PHARMACY COLLEGE OF PUBLIC HEALTH EPPLEY INSTITUTE MCGOOGAN HEALTH SCIENCES LIBRARY VICE CHANCELLOR EXTERNAL AFFAIRS VICE CHANCELLOR OF RESEARCH	Background Check Questions Job Postings Non Faculty Volunteer and Temporary Requisitions PeopleAdmin Questions PeopleAdmin User Account Requests Pre-Employment Physicals Skills Testing (Word, Excel, Data Entry, Typing, etc.) Trustworthy & Reliable Certifications