


RECRUITMENT: CONTRACT PROFESSIONAL POSITIONS - PAGE 1






Screen Applicants

1. HPM reviews applications: **Recruiting > Browse Job Opening**. Click on the job opening title link.
2. HPM e-mails the Search Committee that applications are ready for review.
3. Search Committee reviews candidates and creates the following and **forwards the information via e-mail to the HPM**:
 - a. **“Short list”** of candidates chosen for interview
 - b. Interview evaluation criteria and questions

Route/Approve Applicant Short List

1. HPM uses the e-mail from the Search Committee and navigates to: **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. For each applicant on the short list, locate the applicant and click on their name.
4. The Manage Applicant page for that person displays. Locate the row for the job opening on which you are working. Click on the Disposition link, titled **“Applied”**.
5. Click the Expand  icon on the blue bar and change the **Status Code** to **“Review”** using the down arrow.

▼ Click icon to edit disposition details

Job Opening ID:	<input type="text" value="6557"/>		Mgr Central Stores
*Status Code:	<input type="text" value="030 Screen"/>		
Status Reason:	<input type="text"/>		
Status Date:	<input type="text" value="03/01/2011"/>		
Contract Number:	<input type="text"/>		

6. Click **Save**.
7. Click the **Return to Previous Page** link.
8. The Manage Applicant page displays. Click the **Applicant List** link.
9. Repeat steps 3-8 for each applicant on the short list.
10. When the Disposition is changed to **“Review”** for all the names on the short list, click on **Save** at the bottom of the Job Opening – Manage applicants page.

Add Attachments to a Job Opening

The interview questions (from the Search Committee) must be uploaded to the Job Opening. Follow the steps below to upload the questions:

1. Navigate to: **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. Click the **Activity & Attachments** link.
4. Click the **Add Attachment** link.
5. Click the **Browse** button and locate the document to upload. Click **Open**.
6. Click **Upload**.
7. Enter a **Description** – for interview questions, enter **“Questions”**
8. Change the **Audience** to **“Public”**
9. Repeat steps 4-8 for each attachment to be uploaded.
10. Click **Save**.

RECRUITMENT: CONTRACT PROFESSIONAL POSITIONS - PAGE 2

Notify Others to Review Documents and Approve

1. Send email message to **Department Chair/Director** and copy the **Search Committee Chair** to notify that a list of applicants to review and interview questions have been entered in PeopleSoft. Include the following in the email:
 - a. Job opening ID
 - b. Indicate interview questions have been attached to the job opening
 - c. List the name of each applicant on the short list that was marked as **“Review”**.
2. **Department Chair/Director:**
 - a. Receives the email and reviews each applicant.
 - b. Once each applicant has been reviewed, the **Department Chair** forwards the message to the **Dean’s Office** with a copy to the **Hiring Process Manager**.
3. **Dean/AVP:**
 - a. Receives the email and reviews each applicant.
 - b. Once each applicant has been reviewed, the Dean/AVP forwards the email the **VP/Provost/Designee** and copies the **Hiring Process Manager**.
4. **VP/Provost/Designee:**
 - a. Receives the email and reviews each applicant.
 - b. Once each applicant has been reviewed, the **VP/Provost/Designee** forwards the email to EEO at eeocompliance@uakron.edu and copies the **Hiring Process Manager**.
5. **EEO/AA:**
 - a. Reviews applicants that have been changed to **“Review”** status and materials attached to the job opening.
 - b. Changes status code from **“Review”** to **“Interview”** for each approved applicant.
 - c. Runs EEO Status Report.
 - d. Email Hiring Process Manager with stats report and approval to begin interviews for selected candidates.

Interview Applicants

EEO approval is required BEFORE interviews can be scheduled

1. Receive approval from EEO of the short list and questions.
2. The Search Chair or HPM schedules interview location, dates and times with the applicants.
3. Search Committee:
 - a. Conducts interviews
 - b. Evaluates candidates
 - c. Conduct reference checks, verify credentials, and request official transcripts

Enter Interview Results

An interview evaluation should be created for ALL interviewed candidates after a candidate’s last interview.

1. Navigate to: **Recruiting > Browse Job Openings**
2. Click the **Job title** link in the Job Opening column.
3. The Job Opening – Manage Applicants page displays. In the **Take Action** column, select **“Create Interview Evaluation”** for the applicant for whom you wish to

Applicant Name	ID	Applicant Type	Disposition	Attachments	Last Updated	Take Action
Minnie Mouse	34390	Ext	Interview		09/29/2011 1:08PM	Select Action... Add Applicant to New List Add Applicant to Saved List Change Applicant Status Create Interview Evaluation Forward Applicant Link Applicant to Job Manage Applicant Checklists Manage Interviews Pre-Employment Check Prepare For Hire Prepare Job Offer Route Applicant Select Action... Send Correspondence

RECRUITMENT: CONTRACT PROFESSIONAL POSITION - PAGE 3

4. The Interview Evaluation page displays for the selected applicant.
5. Enter the following:
 - a. **Interview Date:** Date of the interview
 - b. **Interview Type:** Select from the list
 - c. **Interview Results:** Choose **Select** to indicate the Search Committee would hire and **Non-Select** to indicate the Search Committee would NOT hire.
 - d. **Overall Rating:** If **Select** was chosen, rank the candidate as 1st choice, 2nd choice, etc. If **Non-Select** was chosen, select **Non-Select** for the Overall Rating.
 - e. **Recommendation:** For the first choice applicant, select **Make Offer**. For applicants that are NOT the first choice select **Hold** to indicate that an offer may be made if the 1st choice candidate does not accept or withdraws.
 - f. **Reason:** For 1st choice candidate this field will not display. For applicants that are not the 1st choice, with a Recommendation of **Hold**, select the reason **Alternate Candidate**.
 - g. **General Comments:** Enter rationale for select or non-select and anything to confirm the offer (i.e. shift, week to start, etc).
6. Click **Submit Evaluation**.
7. Click the **Applicant List** link. For each applicant that was interviewed, repeat steps 3-6.
8. Scan Search Committee documents and notes and attach to the job opening (refer to instructions titled "Add Attachments to Job Opening") then send originals to HR-Employment Services. If documents are too large to scan, contact HR-Employment Services.