

RECRUITMENT: STAFF POSITION - PAGE 1

Screen Applicants

1. *Human Resources* (HR) reviews applications and enters a status of “**Screen**” for those that meet qualifications.
2. *Hiring Process Manager* (HPM) receives an e-mail from the Recruiter that qualified candidates are ready to review (Status = “**Screen**”).
3. *Search Committee* reviews candidates and produces the following:
 - a. “**Short list**” of candidates chosen for interview, and
 - b. Interview evaluation criteria and questions.

Search Committee forwards this information via email to the *HPM*.

Route/Approve Applicant Short List

HPM does the following using the email from the *Search Committee*:

1. Navigate to **Recruiting > Search Job Openings**.
2. Click **Search**.
3. Select the **Job Title** link. The **Manage Job Opening** page displays.
4. Click the **Screen** link to view only those applicants with a disposition of “**Screen**”.
5. Click the Application  icon to view the application.
6. To mark the application as reviewed, either:
 - a. click the **Mark Reviewed** link on the Manage Application screen, then click Return to return to the previous page, or
 - b. from the **Manage Job Opening** page, click the Mark Reviewed  icon for each applicant that has been reviewed.



7. Once every application has been marked “**Reviewed**”, click the **Reviewed** link to verify the correct applicants have been updated.

Add Attachments to a Job Opening

The interview questions from the Search Committee must be uploaded to the Job Opening. *HPM* uses the steps below to upload the questions:

1. Navigate to **Recruiting > Search Job Openings**.
2. Click **Search**.
3. Select the **Job Title** link. The **Manage Job Opening** page displays.
4. Click the **Activity & Attachments** tab.
5. Click the **Add Attachment** button.
6. Click the **Browse** button and locate the document to upload. Click **Open**.
7. Click **Upload**.
8. Enter a **Description** – for interview questions, enter “**Questions**”
9. Change the **Audience** to “**Public**”
10. Repeat steps 4-9 for each attachment to be uploaded.
11. Click **Save**.
12. *HPM* sends an email to EEO at eeocompliance@uakron.edu with the following information:
 - 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 “**Reviewed**.”

Optional: Add a note to the Job Opening by clicking the **Add Note** button instead of Add Attachment (Step 5, above) and then follow Steps 6-9 outlined above.

RECRUITMENT: STAFF POSITION - PAGE 2

Interview Applicants

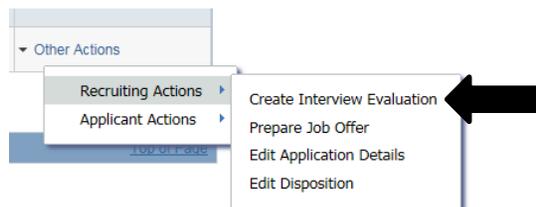
NOTE: EEO approval is required BEFORE interviews can be scheduled.

1. *HPM* receives approval from EEO of the “short list” and interview questions.
2. *HPM* coordinates interview location, dates and times with the candidates.
3. *Search Committee*:
 - a. Conducts interviews,
 - b. Evaluates candidates, and
 - c. Provides interview results to *HPM* for entry into Peoplesoft.

Enter Interview Results

An interview evaluation should be created by the *HPM* for ALL interviewed candidates after their last interview.

1. Navigate to **Recruiting > Search Job Openings**.
2. Click **Search**.
3. Click the **Job Title** link in the **Job Opening** column.
4. The **Manage Job Opening** page displays. Click the **Interview** link to see applicants with the disposition “**Interview**.”
5. Locate the applicant for whom you wish to enter interview results. Click the **Other Actions** drop-down link located on the far right and select **Recruiting Actions > Create Interview Evaluation**.



6. The **Interview Evaluation** page displays for the selected applicant.
7. Enter the following:
 - a. **Interview Date**: Date of the interview.
 - b. **Interview Type**: Select from the list.
 - c. **Overall Rating**: Rank the candidate as 1st choice, 2nd choice, etc. Select **Non-Select** if you would not hire the candidate.
 - d. **Recommendation**: For the 1st choice applicant, select **Make Offer**. For applicants that are NOT the first choice select **2nd Choice** and **3rd Choice**, if applicable, to indicate that an offer may be made if the 1st choice candidate does not accept or withdraws.
 - e. **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**.”
 - f. **Comments**: Enter rationale for select or non-select, and anything to confirm the offer (i.e. shift, week to start, etc).
 - g. **Interview Rating**: Choose **Select** to indicate the *Search Committee* would hire and **Non-Select** to indicate the *Search Committee* would NOT hire.
 - h. **Comments**: Enter any comments regarding the **Interview Rating**.
8. Click **Submit**.
9. Click the **Applicant List** link. For each applicant that was interviewed, repeat steps 4-8.
10. Scan *Search Committee* documents and notes and attach them to the Job Opening (refer to above instructions titled “Add Attachments to a Job Opening”). Send originals to Human Resources Operations & Employment. Contact Human Resources Operations & Employment for further instruction if documents are too large to scan.