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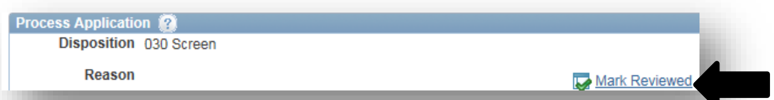
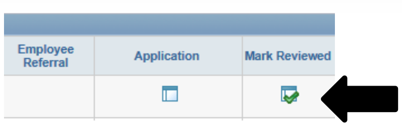
Screen Applicants

1. HPM reviews applications: **Recruiting > Search Job Openings**. 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 > Search Job Openings**.
2. Click **Search**.
3. Select the job title link. The **Manage Job Opening** page displays.
4. Click the **Applied** link to view only those applicants with a Disposition of "**Applied**".
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.
    b. From the **Manage Job Opening** page, click the Mark Reviewed icon for each applicant that has been reviewed.





7. Once all the applicants on the short list have been updated to "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. Follow 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 4-8 for each attachment to be uploaded.
11. Click **Save.**
12. ***Optional***: Add a note to the Job Opening by clicking the **Add Note** button instead of Add Attachment (Step 5) and then follow Steps 6-8 to upload the note.

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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

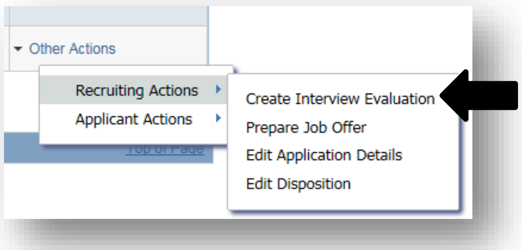
EEO approval is required BEFORE interviews can be scheduled

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 > 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 only see those with the Disposition of **Interview**.
5. Locate the applicant for whom you wish to enter interview results. Click the **Other Actions** drop-down located on the far right and select **Recruiting Actions > Create Interview Evaluation**.



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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 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.

Note: HR will consult with the Hiring Department before moving to an alternate candidate (Recommendation = Hold)

   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. **Comments:** Enter rationale for select or non-select and anything to confirm the offer (i.e. shift, week to start, etc).
   h. **Interview Rating:** Choose **Select** to indicate the Search Committee would hire and **Non-Select** to indicate the Search Committee would NOT hire.
   i. **Comments**: Enter any comments regarding the Interview Ratings.
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 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.