Recruiting Solutions

RECRUITMENT: STAFF POSITION - PAGE 1

Screen Applicants
1. HR reviews applications and enters a status of “Screen” for those that meet qualifications.
2. HPM receives an e-mail from the Recruiter that qualified candidates are ready to review (Status = “Screen”).
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 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
   b. From the Manage Job Opening page, click the Mark Reviewed icon for each applicant that has been reviewed

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. HPM must send an e-mail message to 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 “Review”

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.
Interview Applicants

1. Receive approval from EEO of the short list and questions.
2. HPM coordinates interview location, dates and times with the Recruiter.
3. Search Committee:
   a. Conducts interviews
   b. Evaluates candidates
   c. Provides interview results to HPM for entering into PeopleSoft

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.

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.
   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 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.

NOTE: EEO approval is required BEFORE interviews can be scheduled