

PeopleAdmin 7



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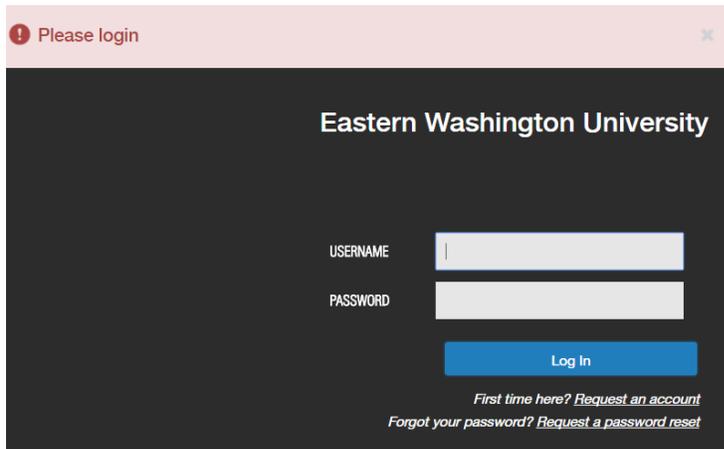
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Introduction & Logging In

Welcome to Eastern’s online position and application system, **PeopleAdmin 7** (“PA7”). Just as with PA 5.8, we will use the PA7 system to create and submit position descriptions through approved channels, to conduct recruitment activities, and provide access to search committees to the applicants for a search.

Logging In

PeopleAdmin User URL: <https://jobs.hr.ewu.edu/hr/>; after entering the URL, the login screen will appear:



Enter your user name (same as your Eastern SSO username). Tab to the password field and enter your password. **Your password upon initial login will be one of the following:**

(a) password (*that’s right, the word password, all lower case*), **OR**

(b) same as your user name; if your user name was llivingstone, then your password will be llivingstone (that is, if it’s not “password”)

If you forget your password, you no longer have to contact HR for a reset; instead, click the link shown in the screenshot, and the PA7 system will automatically reset your password to your username.

Press your keyboard **ENTER** key or click the **Log In** button. You will be taken to the home page.

Quick Guides for PA7 Search Committees:

Steps for accessing a candidate pool begins on the next page (page 3).

Steps for recording your assessment of the candidates starts on page 5.

Steps for a Search Chair to record candidates’ status (interview, back up candidate, etc.) starts on page xx.

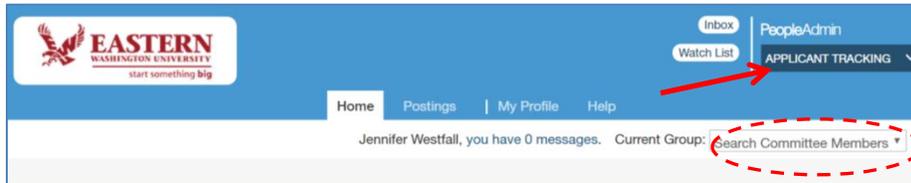
If you need more detailed instruction on the system or about a specific position, please contact the designated HR Associate:

- ➔ Lori Livingstone: Academic Affairs – Colleges and the Library; llivingstone@ewu.edu; x6931
- ➔ Kim Davis: Business & Finance, University Advancement, President’s Office; kdavis2@ewu.edu; x6904
- ➔ Sandra Godin: Student Affairs, IT, and academic units not associated with a College, such as Grants; sgodin@ewu.edu; x4681

A: Accessing and Reviewing the Candidate Pools in the PA7 System.

1. Go to <https://jobs.hr.ewu.edu/hr> and sign in to PA7 using your Eastern SSO username and PeopleAdmin password.
2. If necessary, switch to your Search Committee Member role (role = Group in PA7).

Explanation: you may have multiple roles or group functions assigned to you in the PeopleAdmin system. If entering or approving new positions is ***not*** a regular function for you, then you will likely have just one primary role as “Search Committee Member.” When you login, you will see a **blue banner** across the top and an indication that you within the **Applicant Tracking** module:



If you see an **orange banner** across the top and **Position Management** listed, then you need to first switch to Search Committee Member role to be able to access candidate pools.

Steps to Switch to the Search Committee Members role or group:

- Click on the menu arrow where your Current Group is shown (see **dashed red circle** above),
 - Select **Search Committee Members**. If you see a blue banner at the top of your screen as shown above, that’s all you need to do.
 - If you see an **orange banner** and **Position Management** indicated, then switch to the **Applicant Tracking** module...just click on the menu arrow and select **Applicant Tracking**. That’s it!
3. **To find the recruitment and applicant pool**, hover on the link for **Postings**, and select the type of position you will be working with as a Search Committee Member: Classified, Faculty, or Exempt.
 4. The position will immediately populate your screen as shown below; if it doesn’t, that may mean the applicants haven’t yet been certified and moved to the Committee’s queue. Contact HR as necessary.

A screenshot of a table titled "Postings" with a notification icon (1). The table has columns: Classification Title, Working Title, EWU Position Number, Department, Posting Number, Active Applications, Workflow State, Screening to Begin, and Actions. One row is highlighted in yellow, representing a "Secretary" position in the "Dean's Office" with 17 active applications. A dashed red circle highlights the "Secretary - Dean's Office" text, and a purple dashed circle highlights the number "17". An orange arrow points to the "Actions" dropdown menu for this row, which is open and shows options: "GENERAL", "View Posting", "View Applicants" (highlighted), "TRACKING", and "Watch".

	Classification Title	Working Title	EWU Position Number	Department	Posting Number	Active Applications	Workflow State	Screening to Begin	Actions
<input type="checkbox"/>	Secretary	Secretary - Dean's Office	C99861	24000-Social Sciences	2016001P	17	Posted	10/03/2016	Actions

As you can see in this screenshot, we received 17 applications for a recent Secretary recruitment.

5. Hover over the Action link (see the arrow in the screenshot above), and select **View Applicants**.

6. You'll see the list of applicants (listed in order by date they applied):

First Name	Last Name	Job Title	Posting Number	Workflow State (Internal)	Last Updated
Kimberly	Masked for to protect candidates' privacy for this search	Secretary - Dean's Office	2016001P	Under Review by Search Committee	September 19, 2016 at 02:40 PM
Stephanie	Masked for to protect candidates' privacy for this search	Secretary - Dean's Office	2016001P	Under Review by Search Committee	September 20, 2016 at 01:41 PM
Vera Lucia	Masked for to protect candidates' privacy for this search	Secretary - Dean's Office	2016001P	Under Review by Search Committee	September 20, 2016 at 07:31 PM

Explanation of what you see, as shown in the screenshot above, and basic functions:

- ★ You can change the order of the applicants so they are listed in alpha order by Last Name, by hovering over Last Name, and then clicking on the up-arrow symbol that appears:

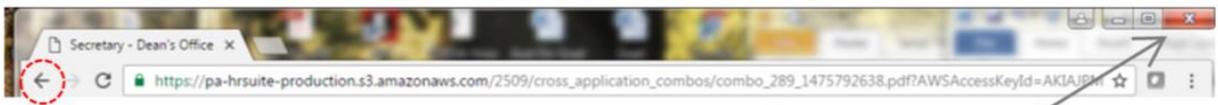
You'll see all of these symbol; select the up-arrow as shown in red font: < > ^ v x
to re-sort the applicants in alpha-order by last name.

- ★ You can open one application at a time in two different ways:
 - Click on the applicant's name; scroll down towards the bottom of the screen to find links to their cover letter, resume, etc., ***OR***
 - Hover over the Actions link for a single applicant (see green dash circle shown in the screen shot above), and then click the link for **View Application** for that single applicant; scroll down the application to find links to their cover letter, resume, etc.
- ★ You can open multiple applications at a time (or all of them) by either clicking the boxes next to First Name (as many as you'd like), or click the box above the list (see red arrow above), to check all of the applicant boxes...then...hover over the Actions v button (see orange dash circle), and select **Download Applications as PDF**.

You will see a list of documents to download, but note that most searches do not ask for all of the documents listed...they are merely shown as a system default.

Notice that Application and All Documents is selected as the default; go ahead and click the **Submit** button. The consolidate pdf document will open up, and will allow you to review their *Application Form*, their *Cover Letter*, their *Resume or CV*, and any other documents that the applicant attached.

When you're done viewing applications, do ***not*** close the pdf document; instead, backup out of the document view by clicking your browser's back arrow button (red-dash circle as shown below):



Use your browser back arrow to close the pdf. Don't click this X, as it will close PA7.

B: Committee Steps to Record Your Candidate Assessments

In the old PeopleAdmin system, you used paper MS Word forms to record your assessments of the candidates:

Position Lecturer Dept Psychology Posting 2009073 Date _____

Candidate: _____ Rater: _____

Required Qualifications	Yes	No	Unsure	Comm
R1: Master's degree or doctoral degree in Psychology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R2: Licensed as a mental health professional in the State of Washington or eligible for licensing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R3: Ability to work independently and collaboratively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R4: Strong communication skills, both written and verbal with strong attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R5: Demonstrated experience and history of culturally competent practice with diverse communities. Interest, experience, and/or ability to promote cultural competency and/or diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does candidate meet all of the Required Qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, do not as				
Preferred Qualifications:				
P1: Experience with personality, behavioral and cognitive assessments and their interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P2: Experience with teaching at the college level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P3: License as a Licensed Mental Health Counselor (LMHC) or Clinical Psychologist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This committee work will now be done within the PA7 system...no more paper forms!

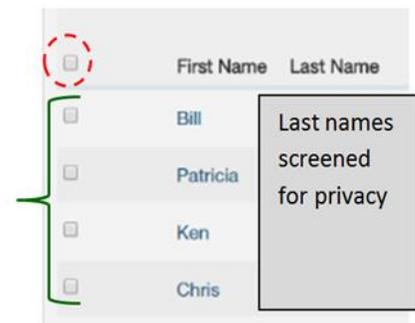
Prior to beginning your candidate review, the search committee has a key decision to make:

- Does each individual committee member wish to work within the system to record his/her individual applicant assessments?, **OR...**
- Does the committee wish to review the applicants individually, but then work together as a group to record the applicant assessments as part of a search committee meeting?

Either way will work well.

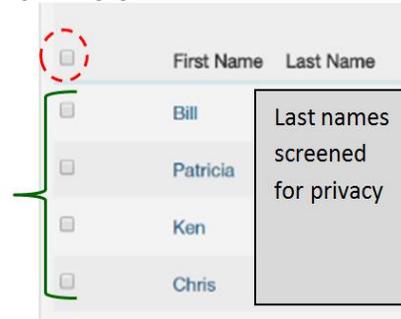
Steps for (a) – Each committee member will record his/her individual applicant assessments within the system.

- Login into PA7 as instructed in prior pages, and follow the steps provided on pages 3 and 4 to access the candidates and their materials.
- When you are ready to evaluate the candidates and their qualifications, first open up the candidates application documents and save the documents as a pdf file to your desktop, as follows:
 - Sort the applicants into alpha order by last name.
 - Then select groups of applicants by checking the boxes as shown in the screenshot at the right, or select all of the applicants by checking the box at the top (red-dash circle).
 - Look at the **Workflow State** for the applicants; if any applicant shows as **Withdrawn**, then un-check their box.
 - Hover over the **orange Actions** button, slide down the menu list to the lower section for BULK, and select **Download Applications as PDF**.
 - A menu will appear allowing you to select the documents you wish to see. Note that the system shows you all possible document types, whether or not they are applicable to the position. In most cases, just check **Cover letter** and **Resume** (or **Curriculum Vitae** for faculty searches), this click the **Submit** button. In about 15 to 30 seconds, the pdf file will open up.
 - Right click on the pdf, and select **Save As**, and save the pdf file to your desktop, under whatever name you'd like to use. A second pdf will open up...leave this pdf open.
 - Go back to the first pdf, and click the left browser arrow to return to the list of applicants.

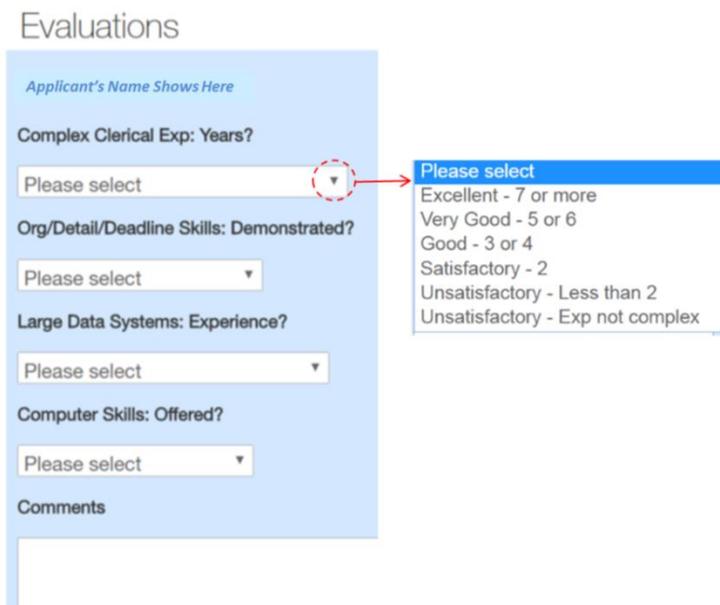
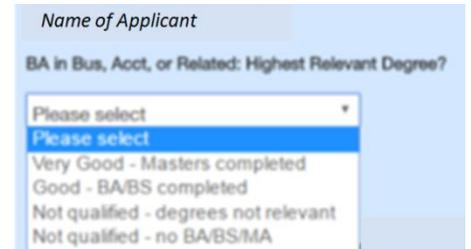


3. Select the candidates you wish to evaluate – either all of them, or do your evaluations in batches (select 5 or 6 at a time) by clicking the checkboxes as shown here:

- Check the box at the top, to select all applicants, **OR**
- Check individual boxes for applicants



4. Hover the **orange Action** button, then select Evaluate Applicants.
5. You'll see the applicants listed, with the various evaluative criteria under each applicant name. In this example, one of the position requirements was for a degree in business, accounting, or other relevant area. By hovering over the arrow next to **Please select**, a list of options appears. Select the option that applies to the candidate.
6. Then go on to the remaining evaluative criteria, for each candidate you're working on. Here is another screenshot for an Office Assistant position, showing all of the evaluative criteria:



As you can see in this screen shot, evaluative criteria have been created that correspond to five of the position's required and preferred qualifications.

By following the steps outline in step 2 above (to open and save a pdf file of the candidates' letters and resumes), you will find it easier to move through the list of candidates and respond to each of the evaluative criteria.

Once each of the evaluative criteria have been responded to for the first candidate, then merely scroll down the screen to go on to the next candidate.

7. When you've completed the evaluative criteria (whether you did a group, or all of them, or even one-at-a-time), make sure you click the **Save** button to save the evaluations you've completed.
8. Notify the search committee chair when you have completed your candidate evaluations (that is, for all of the candidates).

Note: at the end of the list of evaluative criteria that are tied to the position qualifications, you will see one additional criteria for marking a candidate's interview status. As an individual committee member, you should skip this step. Only the search chair will mark the candidates' for the interview status, reflecting the committee's consensus as to who is best qualified.

Steps for (b) – Each committee member reviews the applicants independently, but only one person records the applicant assessments in the system, as a representative for the entire search committee.

9. Follow steps (1) and (2) above to login and open a pdf copy of the applicant materials (usually cover letter and resume, or CV for a faculty search).
10. Review the applicant's materials, background, experience, etc. Make notes about the applicants in one of the following ways:

Option A. Just make written notes, but remember, you're creating a public record with any notes you generate regarding the applicants! Such notes must be preserved, and turned into to HR once the search is completed.

OR

Option B. Download an automated Excel list of the candidates . Then make notes **within** the Excel list of candidates. There are two ways to download the list of candidates, as explained below, options B-1 and B-2.

B-1: To download a simple list of the candidates (only the names, the evaluative criteria are not included)

- Open the candidate pool so you're looking at the list of applicants.
- Sort them in alpha-order by Last Name (see page 3 for instructions).
- Select all of the candidates (use the check-box above the candidate list).
- Unselect withdrawn candidates.
- Hover over the big orange button for **Actions** .
- Select **Export Results**; the Excel list of applicants will open up. It includes the following columns of information:
 - **First name**
 - **Last name**
 - **All other columns** – just delete them, you don't need the other columns for a simple list of candidate names

B-2: To download a list of the candidates which includes the evaluative criteria:

- Open the candidate pool so you're looking at the list of applicants.
- Sort them in alpha-order by Last Name (see page 3 for instructions).
- Select all of the candidates (use the check-box above the candidate list).
- Unselect withdrawn candidates.
- Hover over the big orange button for **Actions** .
- Select **Download Applicant Evaluations**; the Excel list of applicants will open up. It includes the following columns of information:

- **Applicant ID** – delete this column, you don't need it
- **First name**
- **Last name**
- **Current State** – delete this column, you don't need it
- **All other columns follow a pattern**, where the next column lists an evaluative criteria at the top (with N/A in each candidate row), followed by a column with % in the column header (with "0" in each candidate row); example:

BA in Bus, Acct, or Related: Highest Relevant Degree?	%	<i>And then the next evaluative criteria shows up, followed by another % column and so on and on.</i>
N/A	0	N/A

Get rid of all of the % columns, you don't need them

You'll be left with the candidates listed at the far left of the spreadsheet, and then the evaluative criteria stretching out across the top to the right.

For either of these candidate list options, you might need to play with the column widths and row heights to give yourself enough space for your notes, and to get the information to print out neatly on one or two pages.

11. Once you've got your list of candidates, then you're ready to go into the system and start reviewing their qualifications. Then, when you have your notes about the candidates, you are prepared to join your fellow search committee members in the group meeting to discuss the candidates, and as a group, determine and record evaluations for each candidate representing the group consensus about the candidates.

C: Updating Candidate Statuses

Search committee chairs will update the status of the candidates within the system at two or three points in the process:

- After candidate evaluations are done, and the committee is ready to request approval of the interview candidates. Note that this will need to be done twice, if there will be two levels of interviews, both telephone and in-person interviews. → See section *C.(1) Pre-Interview Status Updates*, immediately below.
- After the interviews are all done, references have been checked, and the committee is ready to recommend a candidate for hire. → See section *C.(2) Post-Interview Status Updates*, starting on the next page.

C.(1) Pre-Interview Status Updates: Once the candidates have been reviewed, and evaluation criteria have been entered into the PA7 system, the search committee chair will record the interview status for each candidate.

For searches where telephone interviews are being conducted, the telephone status criteria show up when the candidates are still in workflow state Under Review by Search Committee. It will be the last criteria listed in this section of the system. In other words, when you're in the system recording the evaluations of the candidates for all of the various qualifications, at the end of the qualifications, you will also see the telephone interview criteria...and so you go ahead and mark the desired interview status at this point.

When a search committee is ready to request campus interviews, the search committee chair must notify the appropriate Human Resources Associate ("HRA") to move the candidates to workflow state, Assessment for Campus Pool. Once the HRA has moved the candidates as described, then the HRA will prompt the search chair to log back into the PA7 system to record what campus interview status applies to the candidates (reflecting the committee's consensus – campus interview or no campus interview). Follow the guidelines given above for evaluative criteria (page 5, option (a)), to enter interview status for the candidates.

The table below provides an overview of the interview statuses a search chair will select from for each individual candidate.

Possible candidate statuses – will the candidate be interviewed?

For searches using telephone interviews, the choice in candidate statuses includes the following:	When search committees are ready to request approval of campus interviews, the choice in candidate statuses includes the following:
Yes – best qualified	Yes – best qualified
Backup candidate	Backup candidate
No – not as qualified	No – not as qualified
Doesn't meet all of the required qualifications	No – unsatisfactory tel interview
	No – unsatisfactory references
	Withdrew

Once the search chair has updated the candidates' statuses in the system, then he/she must notify HR that this work is completed.

HR will then contact the relevant managers and AAEO to request permission to interview. When the approvals have come in, HR will notify the search committee to go ahead and schedule/conduct the interviews.

When all of the interviews are completed, the committee will meet and determine who should be formally recommend for hire; prior to requesting approval of a hire, you ***must*** complete reference checking, if this was not completed earlier in the recruitment process.

Additionally, if your department, division, college, etc., has any special protocols to follow prior to making a recommendation for hire, then ensure those are completed as well. For example, for faculty searches, either the Search Chair and/or Department Chair must meet with the Dean and ensure the Dean is in agreement regarding the recommended hire.

C.(2) Post-Interview Status Updates: Once the interviews are done, references are checked, protocols are completed, then the search chair notifies Human Resources that they are ready to recommend a hire. At this point, the HRA will bulk-move the candidates to a new workflow state, **Assessment for Hiring Pool**, which then allows the search chair to update the candidates' status using the following criteria:

- Yes - Best Qualified
- Backup Hire
- No - Not as Qualified
- No - References
- No - Interview
- Withdrew

Important: For the candidate you wish to hire, and who is marked as "Yes – Best Qualified," the search chair will also enter the reasons why the top candidate is best qualified within the system, usually about five or six reasons. Use the comment box within the system for this purpose. Comments do not need to be entered for any of the other Hiring Pool statuses.

When this work is completed, notify the relevant HRA.

D: Wrapping up the Search – Hiring Certification, Hiring Proposals

Human Resources reviews the candidate updates, then requests AAEO via email to certify the hire. HR uses the reasons entered into the system by the search chair regarding why the selected candidate is best qualified. AAEO notifies HR via email when the hire is certified (usually takes only 1 or 2 days).

Once AAEO certifies the hire, HR notifies the department that the position may be offered to the selected candidate. HR will provide guidance as to salaries and other procedures to follow related to hiring at that time.

****Most important**, once the verbal offer has been made and accepted, then someone needs to notify HR of the happy news. Who makes this notification is dependent on who is authorized within the business unit to make the verbal job offer. When HR is notified that a verbal offer has been accepted, then HR will update each candidates' status within the system:

- **Recommended for Hire**
- Backup Hire
- Interviewed, No Longer Under Consideration

Moving the top candidate to the state, **Recommended for Hire**, triggers the system Hiring Proposal template to open up, which is completed by other parties (this is not search committee or search chair work). For example, in the Colleges, it is the College Administrative Specialist who completes the system Hiring Proposal.

When the system Hiring Proposal is completed, and routed for all required electronic approvals, the Hiring Proposal is routed back to HR for finalization of the offer letter and/or contract.

At this point, your work as a search committee member is almost done!

Your remaining task as a search committee, is to gather up all of your notes and any other records you created as part of the search, and forward back to HR for archiving. Please send materials back from the entire committee, not from individual committee members. You do not need to printout any records/information you entered into the PA7 system, just notes you created outside of the system.

Note: Your feedback is essential, if any element of the process is unclear. Please send comments, questions, suggestions regarding this manual via email to Lori Livingstone, llivingstone@ewu.edu, and copy that same email to your designated HR Associate (Lori, or Kim Davis, or Sandra Godin).

Many thanks for your support and any feedback you provide!!

Lastly, see the next page for “Quick Guides” – simple checklists to remind you of the steps to follow for reviewing and evaluating candidates!

Quick Guides:

Find your candidate pool

- Login here: <https://jobs.hr.ewu.edu/hr>
- Enter your username (same as your EWU single sign-on username)
- Enter your password (first time users: either the word password or same as your username)
- You will be taken to the “Applicant Tracking” side of the system
- Hover over the link for **Postings**, and select the type of position (Faculty, Classified, or Exempt)
- You will see your search position listed; click on the title link
- You will be taken to the posting Summary page; you can scroll down and view the job posting here

Viewing candidate documents

- From the Summary page, click on the link for Applicants and you’ll see the applicants listed in order by the date they applied
- Sort the applicants into alpha order (optional step): hover over the Last Name column label, and click on the link that looks like an upside-down V
- View the applicants and their documents – 2 options:
 - **View Applicants One-at-a-Time:**

Click on an applicant’s name; scroll down and view their basic application data; links for their attached documents are found at the bottom of the applicant page
 - **View Multiple Applicants:**

First, a special note about the order of the applicants – on the Applicants page, they are listed in order of application date. While you can sort them in alpha-order as explained above, this is not recommended when viewing their documents if you plan to save their documents as a pdf file to refer back to when you are evaluating the candidates (see next section). The evaluation component of the system only lists the candidates in original order and does not provide any means to list candidates in alpha order.
- Click the checkbox next to applicants’ names to select multiple applicants, **OR**, select all of the applicants by click the checkbox at the top of this column (next to the First Name label)
- Hover over the orange Actions button, and select **Download Applications as PDF**
- A menu appears allowing you to select which documents you wish to view; please note:
 - All system document options are listed; this doesn’t mean all of these documents were submitted by the candidates
 - Consider selecting just Cover Letter and Resume (or CV for faculty searches) for your initial review
- Once you’ve selected the documents you wish to view, click the Submit button
- After a few moments, a PDF View opens; note that this isn’t a PDF File; to convert to a PDF file that you can access later, right-click on the PDF View, and save it to your desktop.
- Return to the Applicants page by clicking your browser’s **back arrow**

Assess the candidates – do they meet the required and preferred qualifications?

- Find your candidate pool and go to the Applicants page
 - ➔ As discussed above, do **not** sort the candidates into alpha order – the evaluation page will only present the applicants in their original order by date they applied
 - ➔ If you didn't already create and save a pdf document consisting of the applicant documents (in original order, not alpha order), you may wish to do that now, so you can easily refer back to the applicant documents as you evaluate each applicant.
- When you're ready to begin recording your evaluations, hover over the orange Actions button, and select Evaluate Applicants
- Look at the left side bar, which lists links to several phases of evaluation. For the initial evaluation and recording assessments of the candidates, you should be within the Under Review by Search Committee page; if not, click on that link in the left side bar.
- You'll see each candidate listed, one after the other. Under each of the candidate names, you'll see the evaluative criteria created by your HR Associate (which matches the position qualifications).
- For each candidate, enter your assessment for each evaluative criteria, by clicking on the criteria menu-arrow, and selecting the appropriate response
 - ➔ The Comments box that appears for each candidate should **not** be used unless you are specifically directed to do so by your HR Associate; keep in mind that your online evaluations and any comments you enter are considered public information; therefore, comments (if any) should always be professional, non-derogatory, factual, and job relevant
- Please note: for searches conducting telephone interviews, you will also see a telephone interview status criteria for each candidate in this same section of the system. The telephone status criteria will be listed immediately under the qualifications evaluative criteria. The search chair is responsible for recording the candidates' interview status. The telephone interview status criteria looks like this:**

Telephone Interview?

- Yes - Best Qualified
 - Backup candidate
 - No – not as qualified
 - Doesn't meet all of the required qualifications
- Once you've responded to the evaluative criteria for each candidate, scroll back through the list of candidates, and double-check that you've recorded responses for each criteria for each candidate
- Save your evaluations by clicking the Save button (appears at the top and bottom of the Evaluations page)

Mark the candidates' for their campus interview or hiring status

- Notify your HR Associate when you're ready to record the candidates' status with regard to campus interviews or at the end, when you're ready to recommend a candidate for hire. Your HRA will move the candidates to an appropriate workflow state to allow you to mark the candidates for their status – Interview? Backup? ... and later on, Recommend Hire? Backup hire? ... and so on.
- When HR notifies you that the candidates have been moved, then log back in, find your candidate pool and go to the Applicants page
- Select the candidates – all of them, or some, based on the following:
 - For first interview, select all candidates except for any with a “Withdrawn” status
 - For searches where two interviews are being conducted (telephone and campus), for the second interview only select the candidates who were selected for the telephone interview
 - For hiring, only select the candidates who are still under consideration
- Hover over the orange Actions button, and select Evaluate Applicants
- Use the left side bar to navigate to the appropriate section as follows:
 - Assess for Campus Pool – for searches where we are only conducting a campus interview, and/or for searches where the telephone interview has been completed and now you're ready to conduct campus interviews
 - Assessment for Hiring Pool – at the end of the process, when you're ready to mark finalists for the hiring status
- Go through the list of candidates, and record their campus interview (or hiring) status, by click on the menu-arrow and selecting the appropriate response; for example:

Assessment for Campus Interview

- Yes - Best Qualified
- Backup candidate
- No – not as qualified
- No – unsatisfactory references
- No – unsatisfactory interview
- Withdrew

Assessment for Hiring Pool

- Yes - Best Qualified
- Backup candidate
- No – not as qualified
- No – unsatisfactory references
- No – unsatisfactory interview
- Withdrew

The wording of these statuses can vary from recruitment to recruitment, depending on the unique needs associated with individual recruitments; if you have any questions, contact your HR Associate.

- Once you've entered a status for all of the candidates, click the Save button
- Notify HR that you completed this work; at this point, HR will work to get permission to interview and/or permission to hire for the selected candidate(s); HR will notify you when all of the permissions have come in.