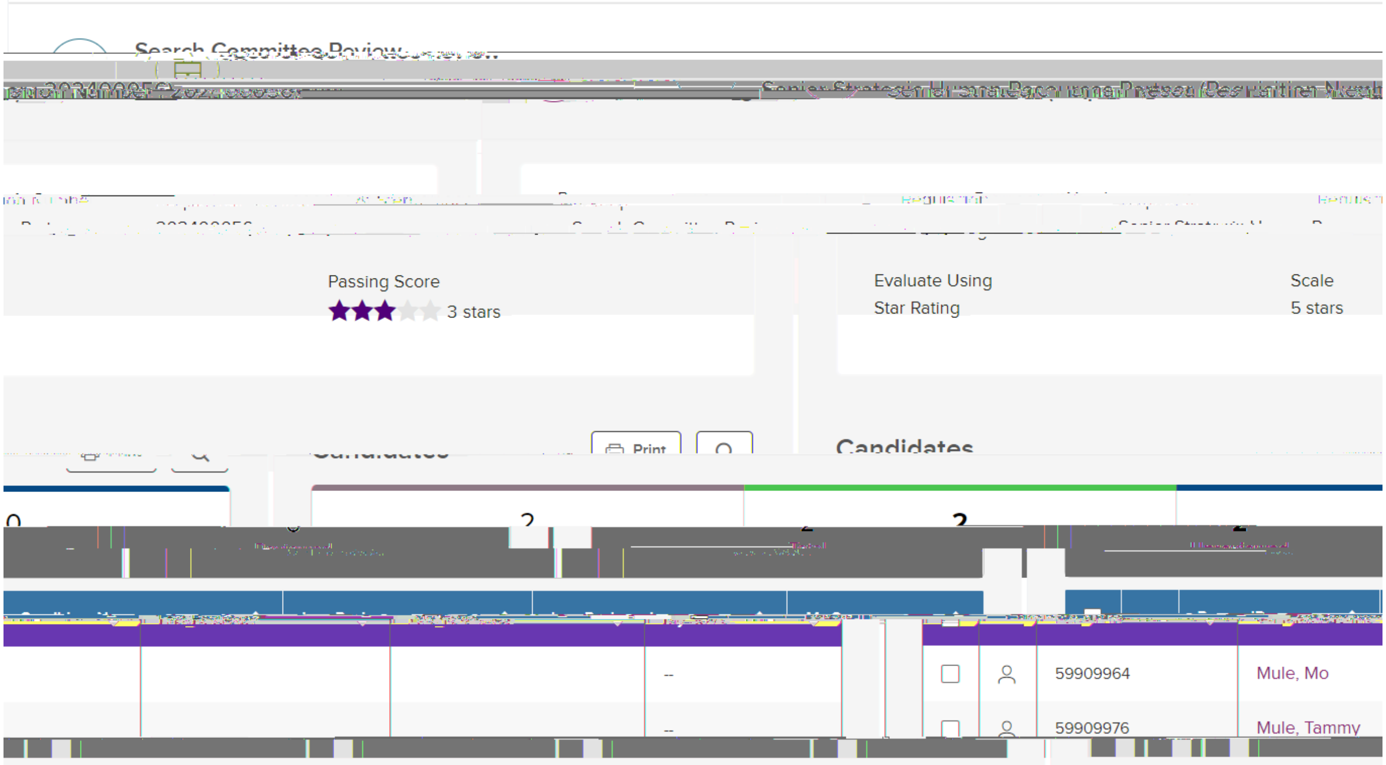
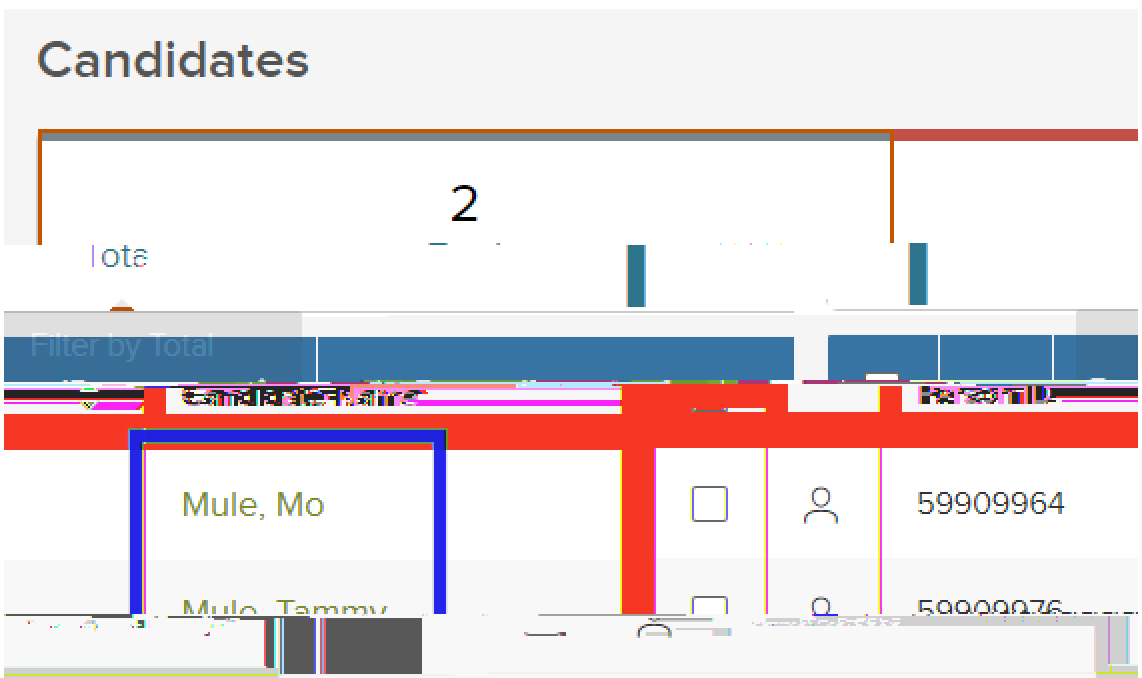


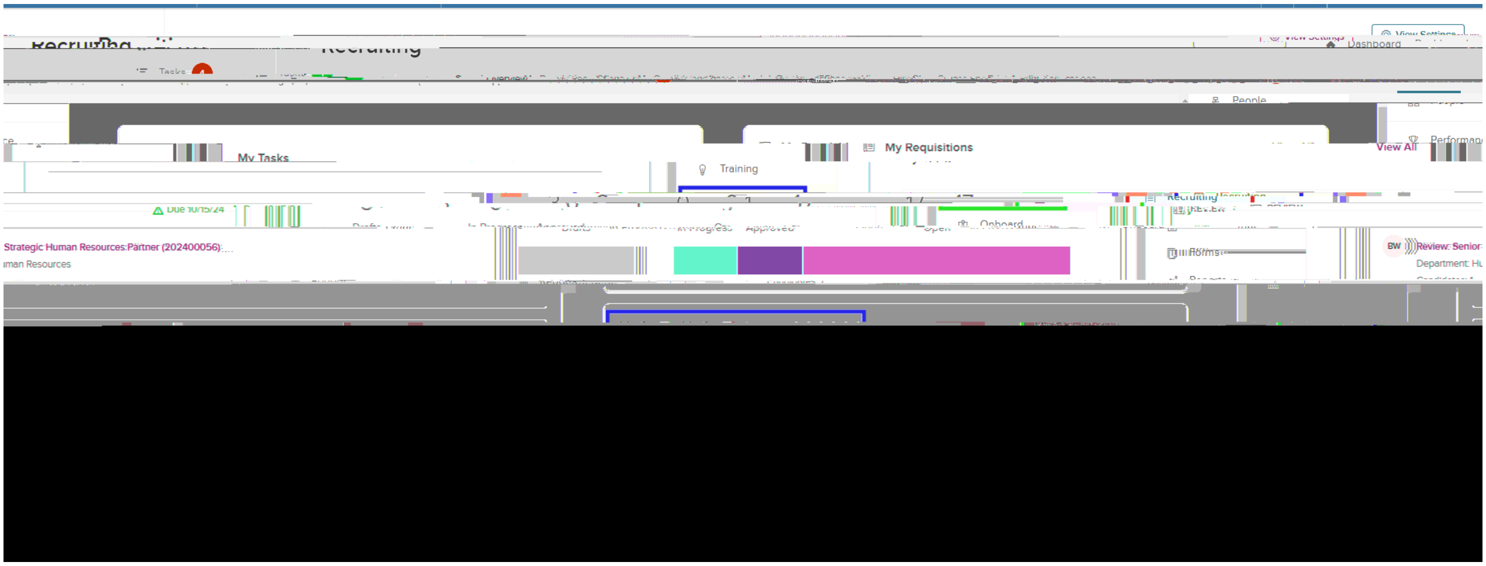
To view a candidate's application, click on their name.



You can now review and rate the candidate based on their work experience, education, and attachments.

You will need to click the “Recruiting” tab on the left tool bar. Then, click the search title within the “My Candidates” box from which you are rejecting candidates.

<u>It is important that you click within that box of the recruiting tab to move your applicants. If you click on the search in another box, it will not give you the opportunity to move the candidates within the workflow accordingly</u>.



When clicking on the title, it will take you to your list of candidates that you will have the opportunity to take action on. You can move the candidates you choose to interview or reject.

For this example, we are going to move them to interview.

Click the name of the candidate that you want to interview.

Select “Actions” then “Move to Interview”

It will ask for a confirmation if you want to move them to “Interview”. Select “OK” in the popup.

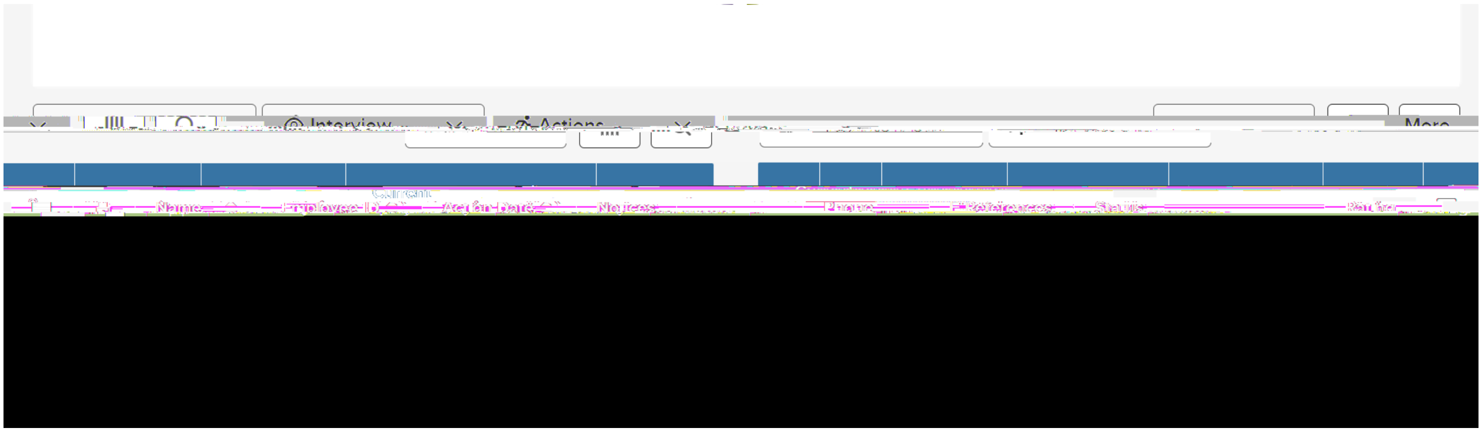
You can now see that the candidate status has been updated to “Interview”

On the initial search page, you can see the candidate is “unschedul65u.6 ([illegible]

2. Set your schedule in the system and let the candidate pick their interview date and time through a link that will be emailed to them.

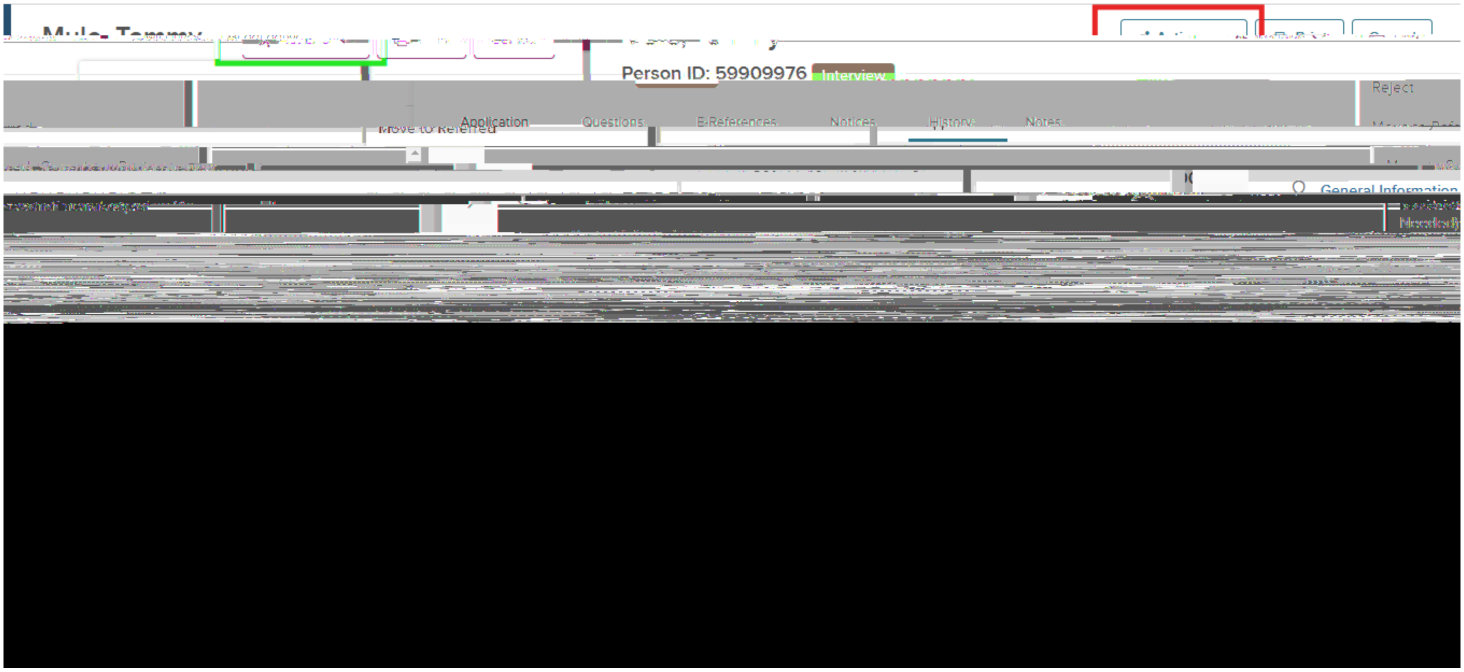
First Option

Click on the “Unscheduled” blue link.

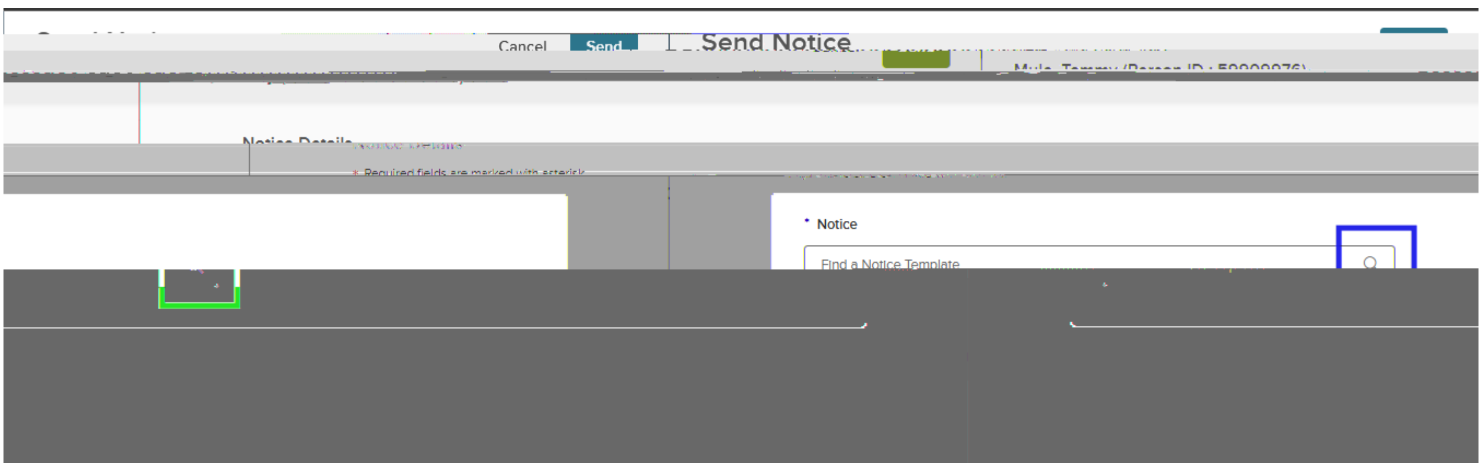


When you schedule the interview for the applicants within the system by choosing the interview date, location, start time, end time, and add the search committee members in the interviewer box.

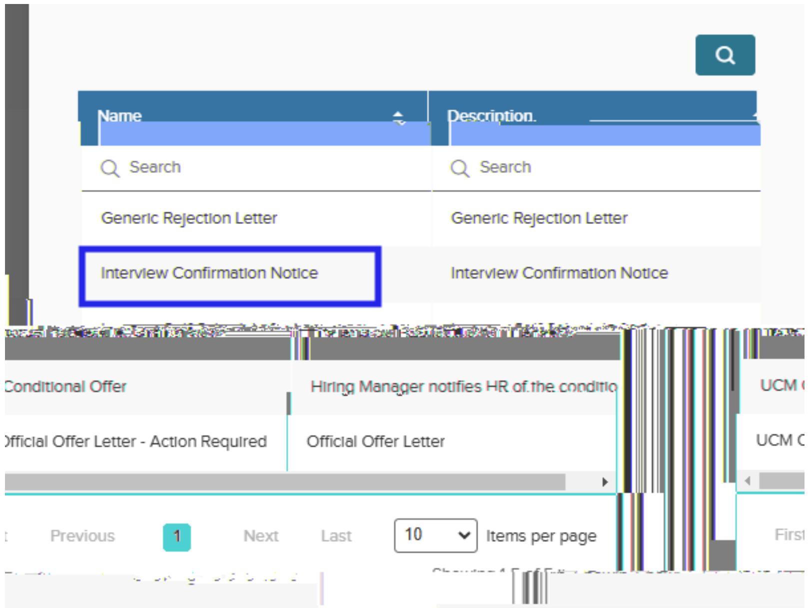
Upon hitting submit, the interviewers will receive a confirmation email that will allow them to add the interview to their Google Calendar.



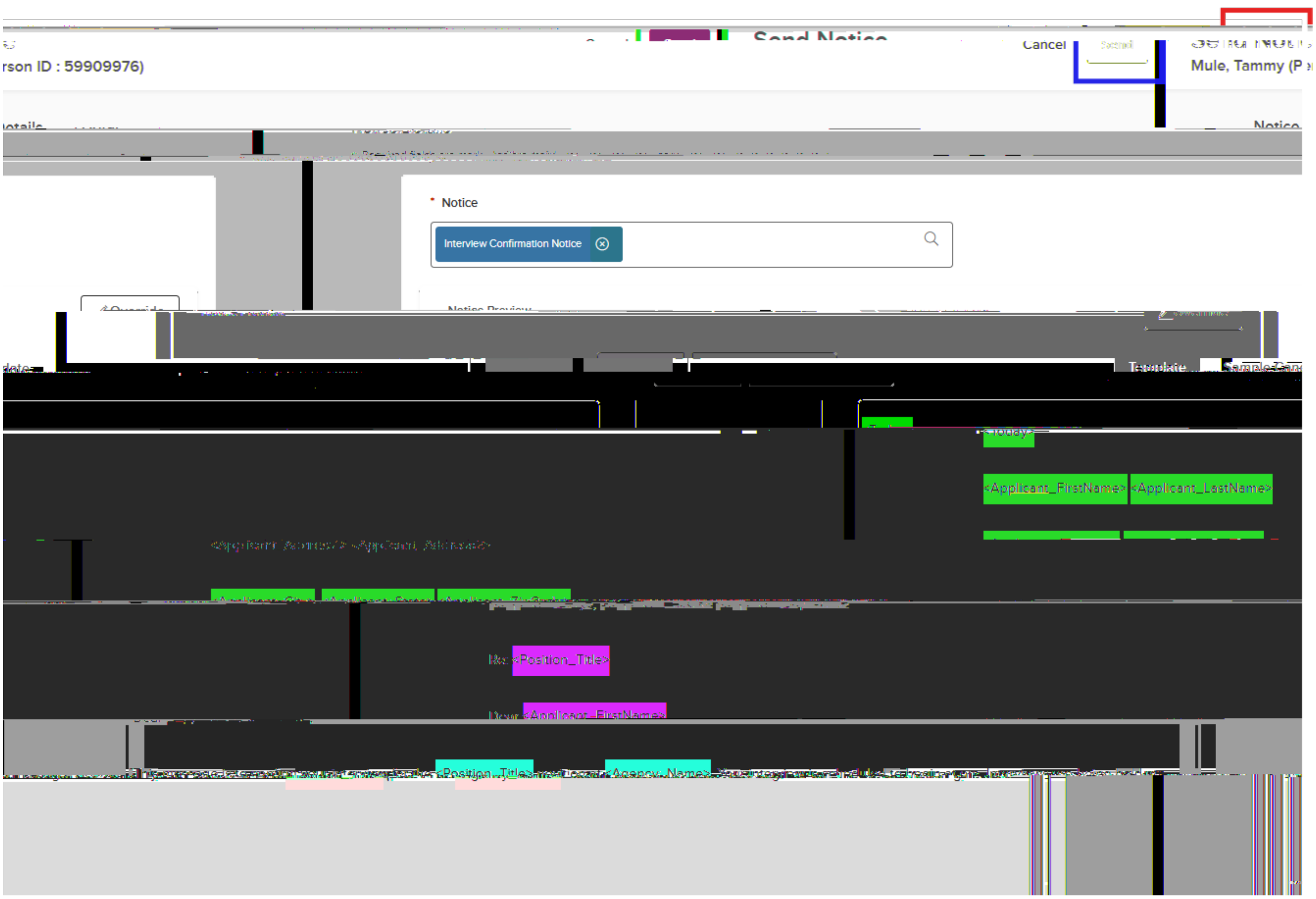
Click the magnifying glass next to “Find a Notice Template” field.



Select “Interview Confirmation Notice”


Name
Description
Search
Search
Generic Rejection Letter
Generic Rejection Letter
Interview Confirmation Notice
Interview Confirmation Notice
Conditional Offer
Hiring Manager notifies HR of the conditio
Official Offer Letter - Action Required
Official Offer Letter
Previous
1
Next
Last
10
Items per page

"Send"


Cancel
Mule, Tammy
Notice
Interview Confirmation Notice
<Applicant_FirstName>
<Applicant_LastName>
<Position_Title>

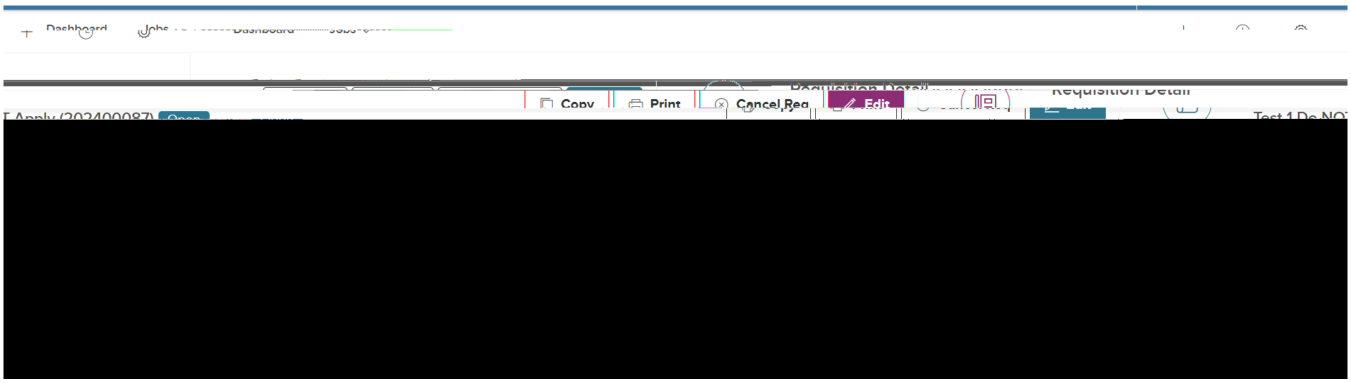
Second Option

You can allow the candidate to self-schedule an interview time within the system by sending them a link to pick availability.

To do this, you must re-customize the candidate workflow within the requisition.

In your recruiting tab, find your search under the “My Candidates” box & click on the title.

Once in the search, click “Hire Workflow” at the top of the toolbar.



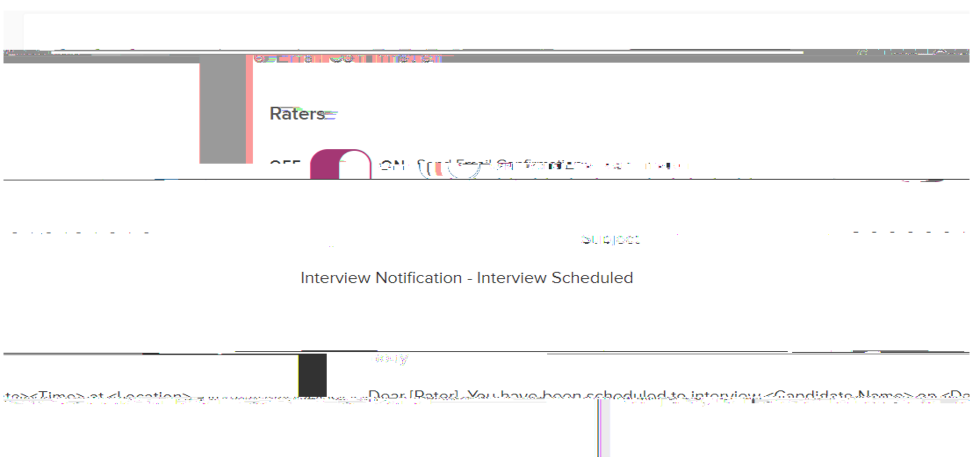
Then “Customize Workflow”

Navigate to the “Interview” step and click the pencil button to edit tha001 apthhthBTpth t tthjTT1 1P MCID 1 BD5 0.001 Tc -

Choose the location of the interview. Ensure this is accurate as the candidate will receive reminders and set an initial confirmation email based on that location. If the location is not listed, please reach out to HR so we can get it added.

Determine the deadline the candidates can self schedule. You can also add break times. For example, another meeting is held from 11:00am - 12:00pm, you can schedule that break so self-schedulers cannot schedule during that time.

Leave the “Rates” email confirmation toggled on.



Save & Close. Your candidates can now self-schedule once you activate the self-scheduling link.

In order to send your candidate the self-

Select “Send”

Your candidate has now received the self-scheduling instructions & has the ability to self-schedule.

Once scheduled, their scheduled date and time will show under their “status”.

Now that you have interviewed your candidate, you will need to rate them based on their inteee83htc w

Click on the candidate's name that you have interviewed.

If the committee wants to conduct a second interview, you can again take action and “move to second interview (as needed)”

It will ask if you want to confirm moving the candidate to “Reference Check”. Select “OK”.

You can choose to call the candidate's references as you have in the past or conduct an e-reference.

On their application, click on “e-references” in your top toolbar. You can manually send e-references to references they listed on their application, or manually add additional references as needed.

Select “Actions” and “Send E-Reference Notification”

The next screen will allow you to check and uncheck the emails addresses of who will receive the reference check. You can start by selecting just one

Check and uncheck as appropriate and then click “next”.

The next step will allow you to review the basic reference questionnaire within the system. As the title indicates, it is a very basic questionnaire that is applicant specific, but not job specific. If you want to conduct a reference check that is more job specific, that will need to be conducted outside the system.

Click(t)6.9.9 (st)6.1 (e)14.a

From here, HR will take over the process & make the conditional offer, send the background check, move the candidate to hire, & close out the search.

It is important to note that your HR Partner does not receive an email when you have moved your candidate to "Conditional Offer" so it is recommended that when you have done so to send your HR Partner an email letting them know you are ready for the next steps of the process. Otherwise, will notice that you