How Do I Manage Applicants for Search Committee (Job Aid)

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10mo ago • 18 Views •

Introduction

This job aid provides step-by-step instructions on Applicant Management. This process reviews Applications for specific jobs as a Search Committee Member who is an employee.

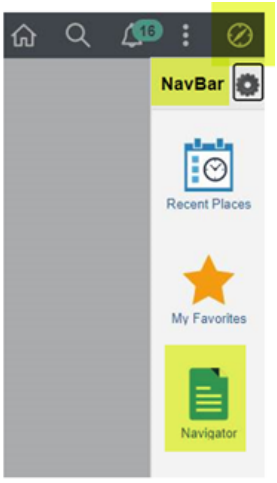
Prerequisite(s):

Applicant(s) have applied to the job opening. The Search Committee Member can now begin reviewing the application materials.

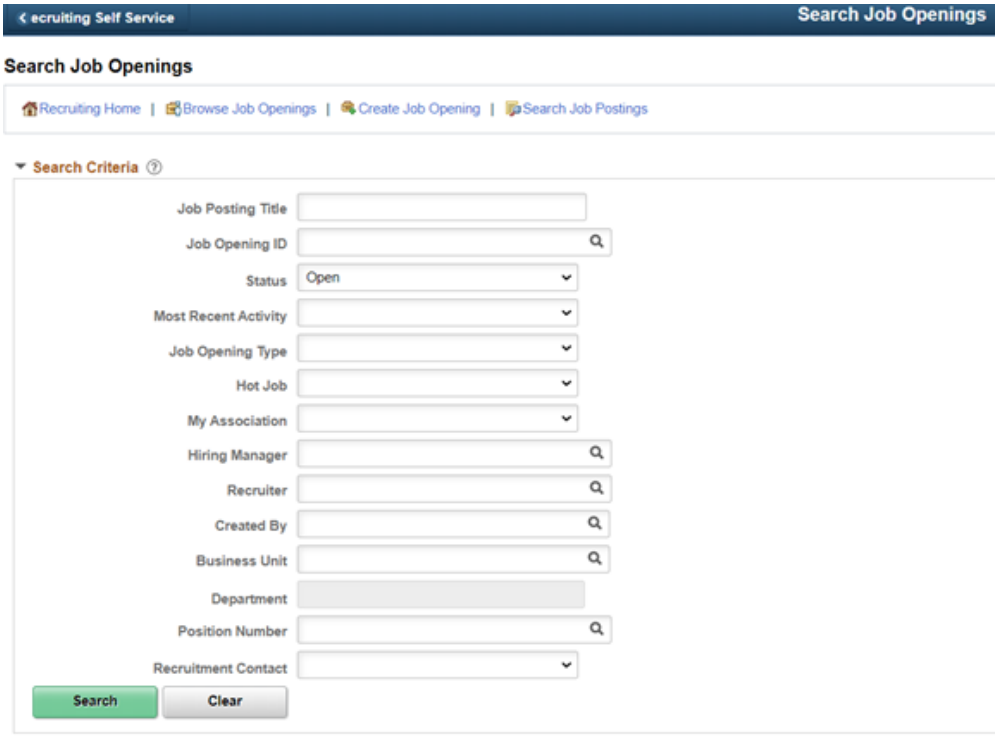
Instructions

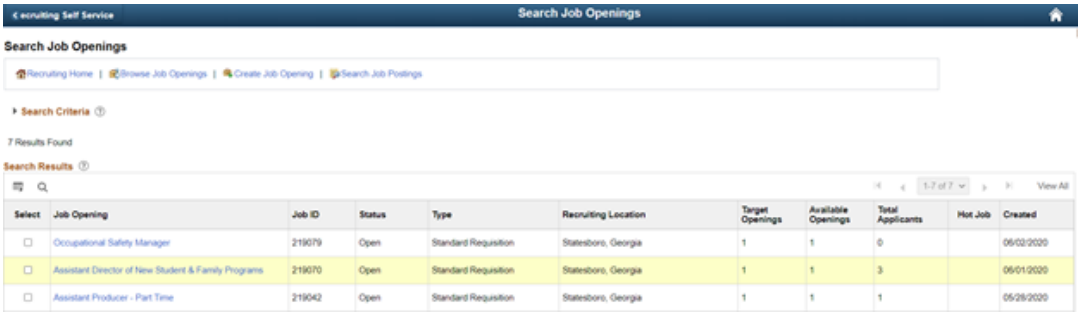
1. Log into **OneUSG Connect**.

Navigation:
Navigator > Recruiting > Search Job Openings



2. The **Search Job Openings** page can be reached by clicking on the **Recruiting Self Service** dropdown and the **Search Job Openings** tile or using the above navigation. Choose **Search** without changing the settings for a full list of jobs you have access.



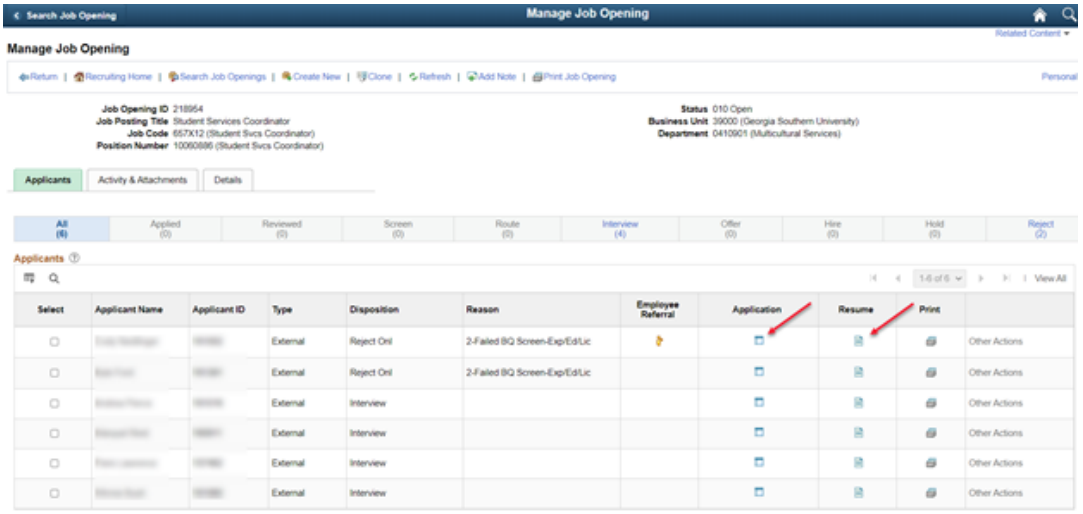


3. Manage Job Opening Page.

a. Click the name of the job you need to review. This will take you to the **Manage Job Opening** page. Here you will see a list of all Applicants who have applied to the opening.

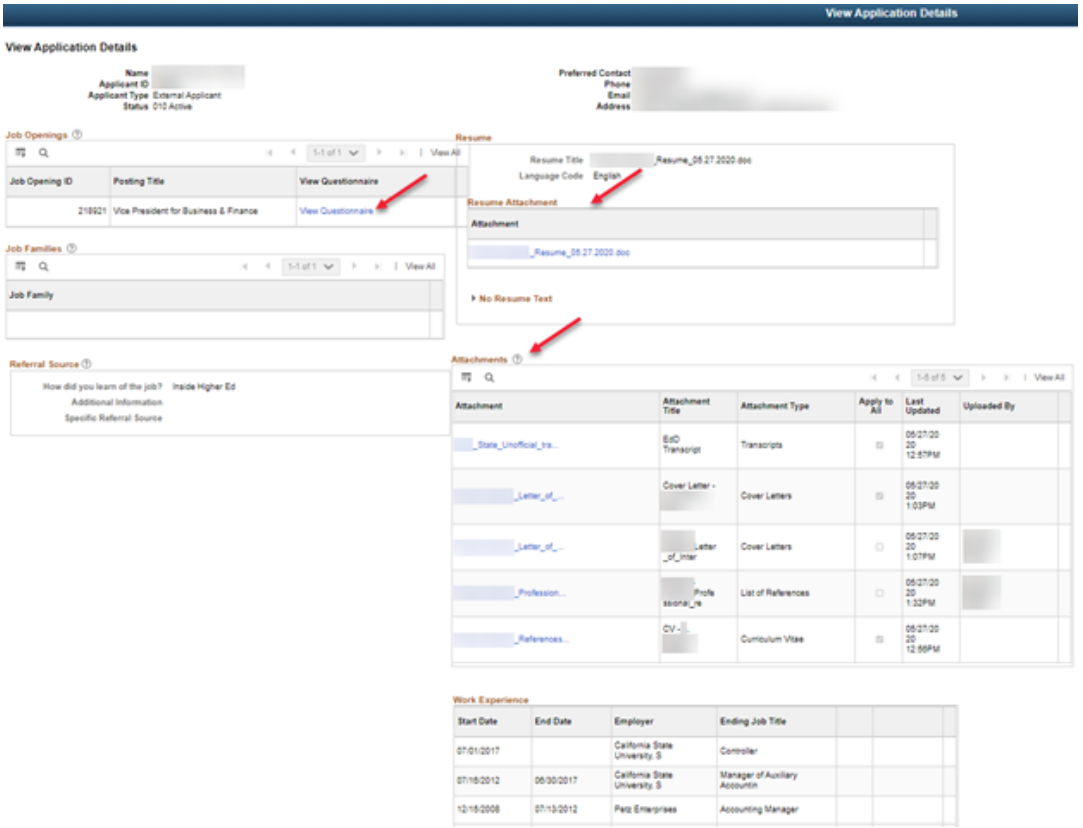
b. The page will default to the **All** tab. Notice the additional tabs that show detailed information regarding the applicants. (**Applicants**, **Applicant Screening**, **Activity & Attachments**, and **Details**).

4. Review the Application Details and Materials.



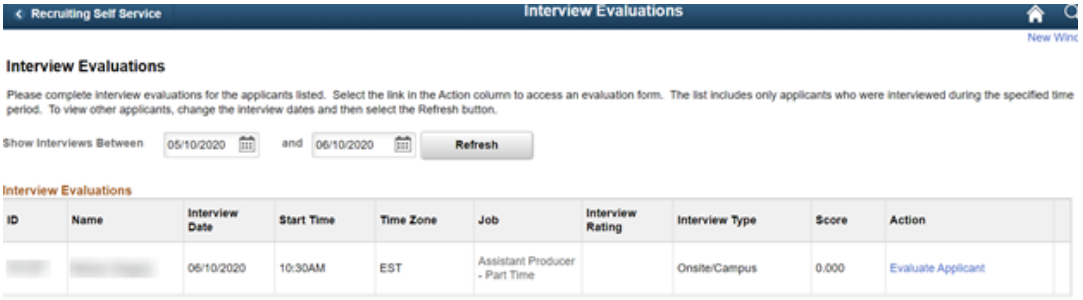
a. Clicking on the **Application** icon will bring up the detailed **Application** Page (i.e. View Application Details page).

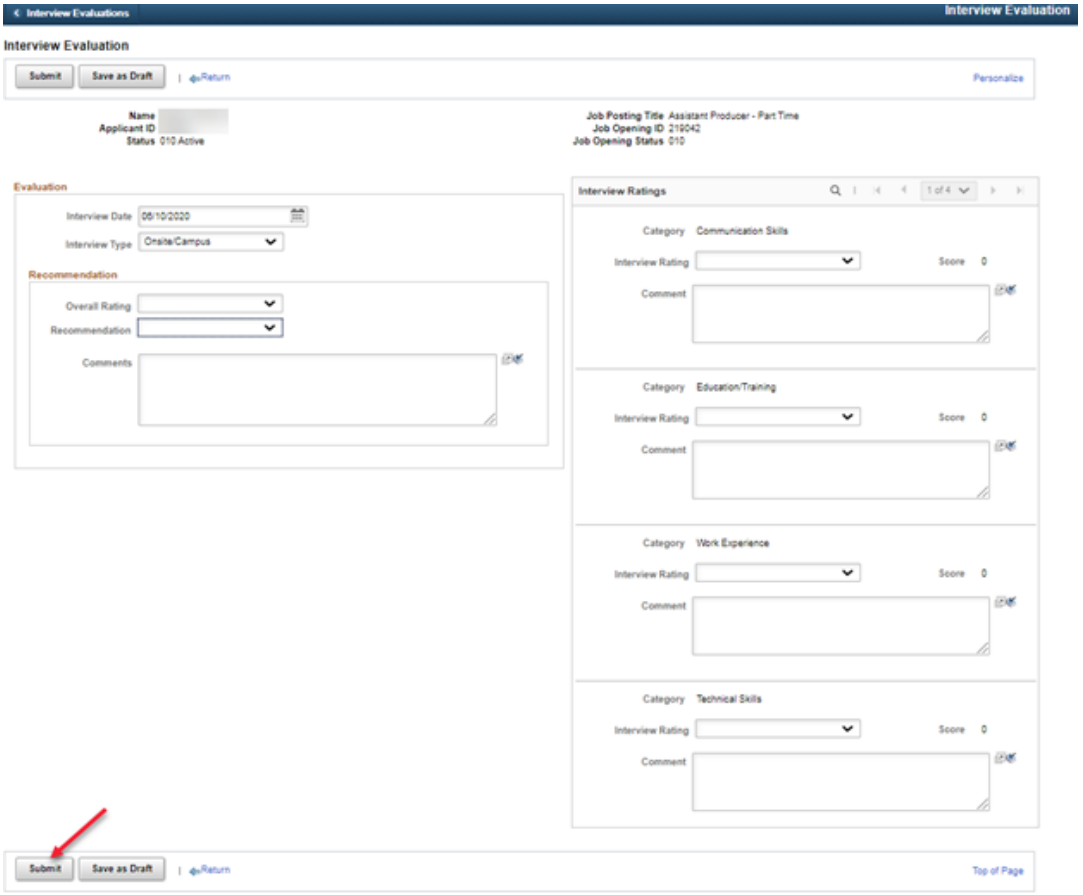
b. You can also view the Applicant's resume by clicking the link under the **Resume Attachment** section and other attached documents, such as cover letter, etc. from this page by clicking on the link under the **Attachments** section. The link will open the attachment into format created in (i.e. Word, PDF, etc).



5. If the hiring manager or recruiter has scheduled an interview in HCM and listed you as a search committee member, you will have access to an Interview Evaluation for the candidate. If not, you will not be able to complete an interview evaluation this way.

a. Navigate to Employee Self Service (ESS) to access the **Recruiting Self Service** tile or to Recruiting Self Service.
b. Then select the **Interview Evaluations** tile.
c. The date range may be used to narrow the results.
d. Use the **Evaluate Applicant** link to the far right of the candidate's name.
e. Complete applicable evaluation fields and select **Submit**.




Interview Evaluations
Interview Evaluation
Interview Evaluation
Submit
Save as Draft
Return
Personalize
Name
Applicant ID
Status 010 Active
Job Posting Title Assistant Producer - Part Time
Job Opening ID 219042
Job Opening Status 010
Evaluation
Interview Date 08/10/2020
Interview Type Onsite/Campus
Recommendation
Overall Rating
Recommendation
Comments
Interview Ratings
1 of 4
Category Communication Skills
Interview Rating
Score 0
Comment
Category Education/Training
Interview Rating
Score 0
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Category Work Experience
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