

Business Process Document

Process Name	Screening Candidates & Applicant Management
Department	Human Resources
Process Purpose	Effectively screen and manage applicants for an open job posting
Effective Date	April 2022
Revision Date	April 2022

Process Overview:

This document provides best practices for successful screening and management of applicants for an open job posting in OneUSG.

Recruiters, Hiring Managers or any member of a search committee may screen candidates.

Prerequisites:

You will need the following information prior to screening candidates:

- ✓ Job Description
- ✓ Application
- ✓ Resume
- ✓ Cover Letter
- ✓ List of References
- ✓ Other Documents (Proof of Certifications)
- ✓ List of screening questions
- ✓ Evaluation criteria

Step by Step Process:

1. Log into OneUSG and click on **Recruiting Self Service**.
 - *Job postings and applicant information may be accessed through Manager Self Service; however, you will not be able to utilize all functions (such as editing dispositions) under Manager Self Service.*
2. Click on **Search Job Openings** and perform a search for the Job Opening you are screening for.

[Search Job Openings](#)



3. Click on the blue link to the Job Opening. The page will default to the **Applicants** tab.

- An applicant's disposition is the applicant's status with regards to the job opening. These statuses track the progress of an applicant through the recruiting process.
- Notice the additional tabs that show the various dispositions of all the applicants (All, Applied, Reviewed, Screen, Route, Interview, Offer, Hire, Hold and Reject). You may use these tabs to narrow the applicant list for review.

Applicants	Applicant Search	Applicant Screening	Activity & Attachments	Details
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All (18)	Applied (14)	Reviewed (3)	Screen (0)	Route (0)
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4. Review the Application details and materials.

- To review an applicant's application and/or resume click the appropriate icon in the **Application** or **Resume** column in that applicant's row.

Application	Resume
	

- Click on the **Application** icon to view additional details and attachments.

Application


- Click on the filename links under the **Attachments** section to view the applicant's resume and other attached documents, such as cover letter and any other required documents.

Attachments 

Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Resume_ [redacted].pdf	Resume_ [redacted].pdf	Resume or Curriculum Vitae			03/17/2022 7:40PM
Cover_Letter_KSU.docx	Cover_Letter_KSU.docx	Cover Letters			03/17/2022 7:40PM
Refer_List.docx	Refer_list	List of References			03/17/2022 8:36PM
Servsafe.pdf	Servsafe	Certification Information			03/17/2022 8:36PM

- Other background information provided by the candidate may be populated on this page.
5. Click the **Questionnaire** tab to review the applicant's answers to the screening questions.
- Use the navigation to scroll through each question or to **View All** on one page.

Questionnaire Q | | 4 of 7 | View All

Question Are you legally eligible for employment in the United States?

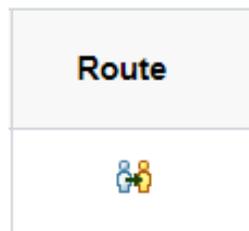
Answers

Possible Answer	Correct Answer	Selected Answer
Yes	✔	✔
No		

- Click **Return** when you are finished reviewing the application and questionnaire to return to the **Manage Job Opening** page.
6. Mark Application as Reviewed by clicking on the icon in the **Mark Reviewed** column.



- You will receive a pop-up window indicating that you are successful. Click **OK**.
 - Notice the disposition will be updated to "Reviewed".
7. **Route an Applicant (optional)**- an applicant can be routed to additional recipients and/or the Hiring Team.
- To route the applicant, click the **Route** icon.



- On the **Route Applicant** page, you may enter a **Reason** for the Routing Status.
- The Manager of the position will auto-fill as a Recipient.
- Use **Add Recipient** to add one person at a time or **Add Hiring Team** to add the full Hiring Team listed on the Job Opening.

- In the **Notification** section, use **Include Attachments** to check any documents the applicant attached for inclusion in the routing.

- Notes in the **Comments** field will be added to the communication for the recipients.
- Use **Preview Notification** to view the communication to the routing recipients.

Preview Notification

Recipient(s)

To: [Redacted]

Message

*Subject: Applicant that needs your review

Message

Dear [Redacted],

You have been asked to review the following applicant [Redacted] as a potential candidate for the job opening of 226003, Development & Stewardship Officer.

Comments:
Test of the Comment field

Please access the following page to view applicant attachments and to enter your response whether to invite the applicant for an interview.

[Route Response](#)

Regards,
[Redacted]

Note: The applicant attachments sent in the email have been renamed.

Attachments

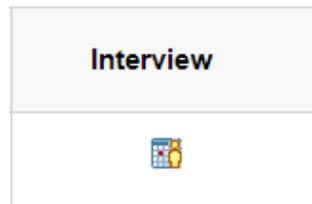
Original File Name	New File Name
[Redacted]_Resume_2021.pdf	[Redacted]_Resume-CV_226003.pdf
[Redacted]_cover_letter_CSU_D_S_docx	[Redacted]_Cover_Letters.docx

OK Cancel

- Click **OK** to return to the **Route Applicant** page.
- Click **Submit** to finalize your settings.
- Click **OK** on the success message. It will return you to the **Manage Job Opening** page.
- Notice that the disposition is updated to “Route”.

8. Schedule an **Interview**.

- After conducting an initial screening of the applicant, if all minimum requirements are met and an interview is scheduled, enter interview notes (*note that the Interview page does not interface with Outlook or other external calendars*).
- Click on the **Interview** icon.



- Enter the **Date**, **Start Time**, and **End Time** for the interview. Be sure to update the Time Zone as it defaults to “**Pacific Standard Time**”.
- Additional fields in the Interview section are optional and include **Interview Type**, **Applicant Response**, and indicators for **Notify Applicant** and **Notify Interview Team**.
 - There is a comment field for **Interview Schedule Comments** that can be accessed by clicking the icon to the immediate right of the applicant Response field.
- Click **Add Interviewer** to search and add those who will interview the applicant.
 - There are additional fields to documenting the **Interviewers’ responses**, **Interview Schedule Comments**, and **Notify**.

- You may enter location details in the **Location** field.

Interview Schedule

Submit | Save as Draft | Return Personalize

Job Opening ID 226003
Job Opening Status 010 Open
Submitted No

Business Unit 30000 (Columbus State University)
Job Posting Title Development & Stewardship Officer
Position Number 10000020 (DevFundraising Professional)

Applicant ID [Redacted]
Applicant Type External Applicant
Preferred Contact Not Specified

Interview 1 - Date Not Entered

*Date [Calendar Icon]
*Start Time [Time Picker]
*End Time [Time Picker]
*Time Zone PST [Dropdown]

Interview Type [Dropdown]
Applicant Response None [Dropdown] [OK]

Initiator
 Notify Applicant
 Notify Interview Team

Interviewers

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
[Redacted]	[Redacted]				None [Dropdown]	[Icon]	[Icon]	[Icon]

Add Interviewer

Venue Information

Venue [Text Field] [Search Icon]
Response [Dropdown]

Location [Text Field] 254 characters remaining

Add/Edit Venue

- Click **Submit**.
- Click **OK** on the success message. The Disposition will not show as "Interview".
- Click the **Interview** icon again to **Edit Interview Schedule, Create New Interview Schedule, or Create New Evaluation**.

Manage Interviews

Save | Return Personalize

Applicant Name [Redacted]
Applicant ID [Redacted]
Job Posting Title Development & Stewardship Officer
Job Code 443X00 (DevFundraising Professional)

Job Opening ID 226003
Job Opening Status 010 Open
Business Unit 30000 (Columbus State University)
Position Number 10000020 (DevFundraising Professional)

Interview Summary

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="checkbox"/>	06/09/2021	3:00PM	4:00PM	EST	123 Test Test Test 3rd Floor Room Test	<input checked="" type="checkbox"/>	Unconfirmed	005 Interview

Interview Details

Date 06/09/2021
Start Time 3:00PM EST
End Time 4:00PM EST
Location 123 Test Test Test 3rd Floor Room Test
Submitted Yes
Status Unconfirmed

Final Recommendation

Final Recommendation 005 Interview [Dropdown]
Reason [Dropdown]
Average Score 0

Interview Evaluations

No interview evaluations found.

Create New Evaluation
Create New Interview Schedule
Save | Return Top of Page

9. Create an **Interview Evaluation**.

- The **Interview Evaluation** can be used to document comments and ratings for **Communication Skills, Education/Training, Work Experience, and Technical Skills**.
- From the **Manage Interviews** page, click **Create New Evaluation**.
- Complete the **Date** and **Interview Type**.
- Down the right side, score and comment on each area.
- Complete the **Recommendation** section on the middle left.
- Click **Submit**. Click **OK** on the success message.
- Click **Return** on the **Manage Interviews** page to return to the **Manage Job Opening** page with the applicant list.

Interview Evaluation

Submit Save as Draft | Return Personalize

Name [Redacted]
Applicant ID [Redacted]
Status 010 Active

Job Posting Title Development & Stewardship Officer
Job Opening ID 225003
Job Opening Status 010

Evaluation

Interview Date 05/09/2021
Interview Type Phone

Recommendation

Overall Rating
Recommendation
Comments

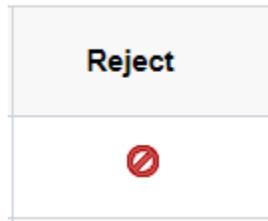
Interview Ratings

Category	Interview Rating	Score	Comment
Communication Skills		0	
Education/Training		0	
Work Experience		0	
Technical Skills		0	

Submit Save as Draft | Return Top of Page

10. Rejecting an Applicant.

- Rejecting an applicant can be done from several dispositions, including “Reviewed” and “Interview”. To reject an applicant, click on the icon in the **Reject** column.



- Choose the appropriate **Reason** from the dropdown.

Reject Applicant

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
123456	Applicant Name	98765 – Job Opening Title	

Disposition

Disposition: Reject

*Reason:

- Click **Reject**. Click **OK** on the success message. The Disposition is now “Reject”.

11. Preparing a Job Offer.

- Verify the applicant's references** prior to extending a job offer.
- Once you have selected a candidate, notify your Recruiter to determine appropriate compensation and job offer details. The Recruiter will extend formal offer to selected candidate and send correspondence to rejected candidates.

★ *Recruiters- see **Preparing a Job Offer Business Process Document** for instructions.*