

# Recruiting Solutions User Guide – Hiring Manager Role

PeopleSoft 9.2



## DISCLAIMER

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Written by the North Dakota University System, February 2020.

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## EXCLUSION

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## INTRODUCTION

This user guide is intended for the role of Hiring Managers on the use of PeopleSoft HCM Recruiting Solutions v9.2 functionality in the NDUS environment.



## RECRUITING PROCESS OVERVIEW

This graphic represents the high-level Recruiting Solutions processes in PeopleSoft.



Create Job Openings	Users create job openings; defining qualifications, creating questionnaires, establishing screening rules, creating posting content, and identifying the hiring team.
Post Job Openings	Users post jobs to Candidate Gateway, Campus websites, external job boards, and social media sites.
Enter Applicant Data	Applicants apply for job openings through Candidate Gateway
Screen Applicants	Users run screening processes to calculate applicants' qualification scores.
Route Applicants	Users send applicant information to interested parties and solicit feedback on next steps.
Interview Applicants	Users schedule interviews and solicit feedback from interviewers.
Make Offer	Users prepare offers for the selected candidates.
Hire Applicants	Users finalize the hiring of the selected candidates.

## USERS INVOLVED IN THE RECRUITING PROCESS

There are a number of different user roles involved in the Recruiting Solutions processes. Each role has different access in the system. A user in the system may be designated with more than one role.

Recruiter	Recruiters have access to the full set of recruiting activities for the job openings they are associated with, and the applicants that have applied to those job opening.
Hiring Manager	<p>Hiring Manager is the term used in PeopleSoft for the role of Search Committee Chairs and Members, and for department level administrators who are responsible for creating job openings.</p> <p>Hiring Managers have access to a majority of the recruiting activities for the job openings they are associated with, and the applicants that have applied to those job opening.</p> <p>The primary difference between Recruiters and Hiring Managers is that Recruiters have additional access to search for Applicants, and Applications. Whereas Hiring Managers do not have access to these functions.</p>
External Applicant	External Applicants are non-employees who can search for and apply for Job Openings through the external Candidate Gateway.
Employee Applicant	Employee Applicants are active employees who can search for and apply for Job Openings through Employee Self Service – Careers.
Participant	Participants refers to any employee who is designated to participate in the recruiting processes in some way: as Approvers, as Interviewers, as Evaluators of applicants Open Ended Questions.
HR	Human Resources will generally be responsible for processing the final Hire of the selected candidates through the ND Hire process.
Recruitment Administrator	Recruitment Administrators are the central CTS administrators who will have access to all Job Openings and Applicants. They will be responsible for overriding Approval processes, and running certain other recruiting processes that affect the system globally.

## BASICS

Here are some basic FAQs regarding Recruiting Solutions.

- Users will only see Job Openings they are associated with.
- Users will only see Applicants who applied to Job Openings they are associated with.
- All Applicants must apply for Jobs through Candidate Gateway / Careers. Applicants will not be added manually.
- External applicants will apply through the external Candidate Gateway / Careers.
- Employees will apply through the Careers tile on their Employee Self Service homepage.
- Student applicants must apply through external Candidate Gateway / Careers, even if they have an existing Job record in HCM.

## USING RECRUITING SOLUTIONS

Hiring Managers access the pages to perform their activities through the Manager Self Service Homepage.

### MANAGER SELF SERVICE HOMEPAGE

The Manager Self Service Homepage contains the Open Jobs, Recruiting Activities, and Approvals, tiles which enable Hiring Managers to access commonly used recruiting activities.

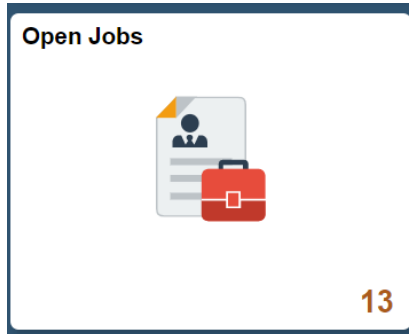
The screenshot displays the Manager Self Service Homepage with a red header bar. The header includes the text "KOTA SYSTEM" on the left, "Manager Self Service" in the center, and a home icon and search icon on the right. The main content area is a grid of tiles:

- Hires/Terms Approval Summary**: A table with columns for Transaction Type, Approvals, and Reviews. The data row shows "Hire Request" with 11 Approvals and 0 Reviews.
- View Total Rewards**: A tile with a pie chart icon.
- Company Directory**: A tile with an icon showing a person and a list.
- My Team**: A tile with an icon showing three people.
- Team Time**: A tile with a clock icon and "1 Exceptions".
- Approvals**: A tile with a document icon and a green checkmark, and "0".
- OnBoarding Status**: A tile with the Oracle PeopleSoft logo.
- Absence Requests**: A tile with the Oracle PeopleSoft logo.
- Emergency Contact**: A tile with the Oracle PeopleSoft logo.
- Open Jobs**: A tile with a document icon and a red briefcase, and "13".
- I-9 Extension / Everify**: A tile with the Oracle PeopleSoft logo.
- Recruiting Activities**: A tile with a clipboard icon.
- New Hire Request**: A tile with the Oracle PeopleSoft logo.
- New Hire Approve/Review**: A tile with the Oracle PeopleSoft logo.
- HE Employee Review**: A tile with the Oracle PeopleSoft logo.
- HE Leave Balances**: A tile with the Oracle PeopleSoft logo.

The bottom right section of the grid is a large dark blue area.

# Open Jobs

View the count of open jobs associated with the hiring manager user, and access information about the job openings using the Open Jobs Page.



Use the Open Jobs page to view a list of job openings for the hiring manager user.

Open Jobs				
Job / Location	Category	Days Open	Total Applicants	New Applicants
Accounting Manager II (2921794) Dickinson	<input type="checkbox"/>	8	2	0
Custodian (2921791) Dickinson	<input type="checkbox"/>	9	1	0
Accounting Manager (2921789) Dickinson	<input type="checkbox"/>	10	7	6
Title IX Coordinator/AAO (2921787) Dickinson	<input type="checkbox"/>	10	4	0
Accounting Manager (2921756) Dickinson	<input type="checkbox"/>	15	2	1
Accounting Manager (2921740) Dickinson	<input type="checkbox"/>	16	4	2
Administrative Asst (2921735) Dickinson	<input type="checkbox"/>	17	5	4
Annual Giving Coordinator (2921734) Dickinson	<input type="checkbox"/>	18	0	0
Accounting Manager 5 (2921730) Dickinson	<input type="checkbox"/>	20	4	4
Accounting Manager 4 (2921729) Dickinson	<input type="checkbox"/>	20	4	0
Accounting Manager 3 (2921728)				

# Recruiting Activities

Access the Recruiting Activities Page to view a navigation collection of commonly used recruiting activities.



Hiring Managers use the Recruiting Activities page to view a navigation collection of commonly used recruiting pages, such as: My Job Openings, Search Job Openings, Create Job Opening, Applicant Lists, Interview Calendar, and Recruiting Alerts. Also, Job related Analytics are viewable from this page.

Manager Self Service

Recruiting Activities

My Job Openings

Search Job Openings

Create Job Opening

Applicant Lists

Interview Calendar

Recruiting Alerts

Questionnaire Request

Unevaluated Answers

Unconfirmed Interviews

Interviews Today

Interview Evaluations

Recruiting Approvals

Offers to Prepare

Open Online Job Offers

Quick Search

Search My Job Openings

Search by job title, location, or keyword

Clear Search

Personalize Filters

My Job Openings

12 results found for "Jobs Associated with Me"

Job Title/Job ID	Recruiting Location	Category	Recruiter	Days Open	No Action Taken	Applicants
Financial Analyst 2 994515	Fargo		Ming Li	95	0	0
Operations Manager 994510	Paris		Todd Foldesi	188	0	0
Human Resources Specialist 994509	Madrid		Todd Foldesi	188	0	0
Financial Analyst 994508	Fargo		Ming Li	201	0	5
Senior Financial Analyst Joe 994506	Fargo		Todd Foldesi	217	0	0
Senior Financial Analyst BOB 994504	Fargo		Todd Foldesi	231	0	7
Food Server 994502	Corporation Headquarters		Tara Dolan	245	0	0
Financial Analyst 2 994501	Fargo		Ming Li	247	1	1
Financial Analyst 2 994500	Fargo		Todd Foldesi	247	0	9
Senior Financial Analyst 994498	Fargo		Todd Foldesi	251	0	4
Clerk-General Ledger Sr 994493	Fargo		Ming Li	271	0	4
Financial Analyst 994490	Fargo		Shelly Orlba	271	0	6

Related Information

Add Analytics

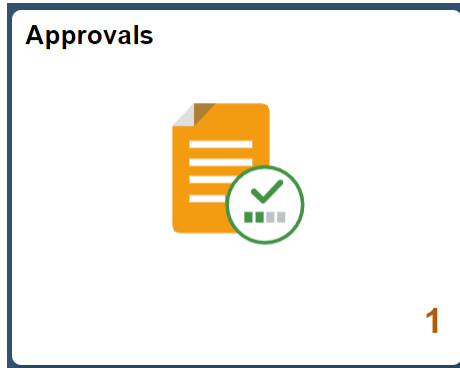
Job Opening Aging

Jobs Opened/Closed

Time to Fill Jobs

# Approvals

Access the Approvals pages: Pending Approvals – Job Offer Page and Pending Approvals – Job Opening Page, and take action on pending approvals related to recruiting activities, like job offer, job openings, using Fluid Approvals.



Use the Pending Approvals page to view and access the pending items for approval associated with the Job Opening and Job Offer Category.

Pending Approvals				
View By Type				
All 1		All		
Job Opening 1		Job Opening		
		Requester - Krissy Kilwein Job ID - 2921693		
		Routed 01/30/2020		

## CREATE JOB OPENINGS

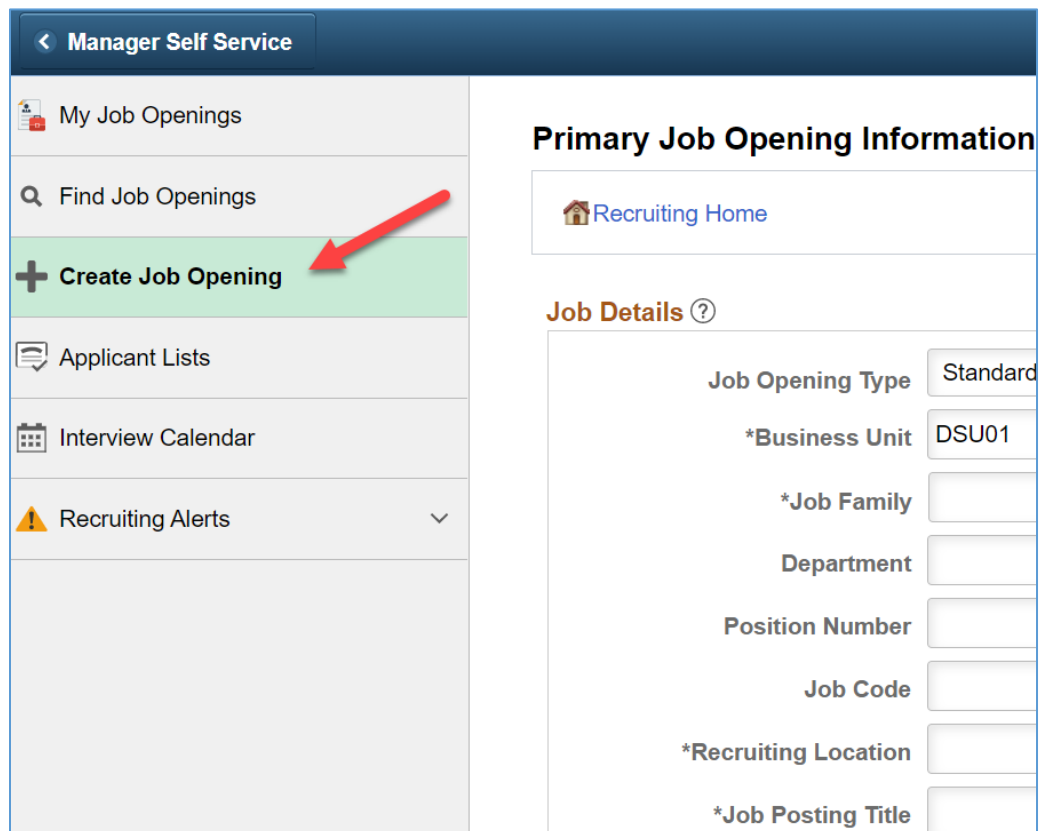
The first step in Recruiting Solutions is to create a job opening. Two types of job openings are available: “continuous job openings” or “standard requisitions”.

### Create Job Opening

Access the Recruiting Activities tile.



From the menu, select Create Job Opening.

A screenshot of the "Manager Self Service" web application. The left sidebar contains a menu with the following items: "My Job Openings", "Find Job Openings", "Create Job Opening" (highlighted in green with a red arrow pointing to it), "Applicant Lists", "Interview Calendar", and "Recruiting Alerts". The main content area is titled "Primary Job Opening Information" and includes a "Recruiting Home" link. Below this is a "Job Details" section with a help icon. The form fields in the "Job Details" section are: "Job Opening Type" (Standard), "\*Business Unit" (DSU01), "\*Job Family" (empty), "Department" (empty), "Position Number" (empty), "Job Code" (empty), "\*Recruiting Location" (empty), and "\*Job Posting Title" (empty).



## Primary Job Opening Information

The Primary Job Opening page appears.

You have the option of creating two types of job openings: Standard and Continuous

- Standard Requisitions are specific positions that you want to fill. This requires specific information for related to the position. For positions with an unlimited number of headcount (e.g. "9999") use the Standard Requisition option.
- Continuous job openings only require a job posting title. They do not require a position number at posting. A position number is assigned at hire.

The screenshot shows the 'Primary Job Opening Information' form within the 'Manager Self Service' interface. The left sidebar contains navigation links: 'My Job Openings', 'Find Job Openings', 'Create Job Opening' (highlighted in green), 'Applicant Lists', 'Interview Calendar', and 'Recruiting Alerts'. The main content area is titled 'Primary Job Opening Information' and includes a 'Recruiting Home' link. Below this is the 'Job Details' section with the following fields: 'Job Opening Type' (a dropdown menu set to 'Standard Requisition'), '\*Business Unit' (a text box with 'DSU01' and a magnifying glass icon, with 'Dickinson State University' displayed to the right), '\*Job Family' (a text box with a magnifying glass icon), 'Department' (a text box with a magnifying glass icon), 'Position Number' (a text box with a magnifying glass icon, highlighted by a red arrow), 'Job Code' (a text box with a magnifying glass icon), '\*Recruiting Location' (a text box with a magnifying glass icon), and '\*Job Posting Title' (a text box). A green 'Continue' button is located at the bottom right of the form.

**Job Opening Type:** Select Standard Requisition or Continuous Job Opening

**Business Unit:** Defaults to the Business Unit for the person creating the job opening.

**Position Number:** Enter Position Number you are filling. The system is designed to allow you to enter only the Position Number, the other fields will default in based on the Position Number

**Job Family:** Defaults from position number entered.

**Department:** Defaults from position number entered.

**Job Code:** Defaults from position number entered.

**Recruiting Location:** Defaults from position number entered. This is the location that will show up for applicants searching for jobs on Candidate Gateway.

**Posting Title:** Defaults from position number entered. If you would like the job posting title to be more descriptive of the position, you can make the change here. For Continuous Job Openings, this field is required when a Position or Job Code are not entered.

Click

Continue

## Job Opening

The Job Opening page appears populated with data from the position selected on the Primary Job Opening Information page.

The Job Opening page always displays the header information that was setup on the Primary Job Opening Information page.

\*For Staff and Faculty positions, the Create Job Opening component is organized across five tabs or pages: Job Information, Qualifications, Screening, Job Posting, and Hiring Team.

## Job Information

Within Job Information, the page is organized into sections: Opening Information, Locations, Recruiting Locations, Employees Being Replaced, Staffing Information, and Salary Information.

**Job Opening**

Save and SubmitSave as Draft

[Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Position Number 00022951 (Administrative Sec)

Primary Recruiting Location 1007 (Dickinson)

Status 005 Draft

Business Unit DSU01 (Dickinson State University)

Department 2110 (Literature and Language)

Job Family 5210 (Academic Assistant)

Job Information

Qualifications

Screening

Job Posting

Hiring Team

**Opening Information** ?

Job Opening Type Standard Requisition

Created By 0319599 Connie Klein

Created 02/03/2020

\*Openings to Fill Limited Number of Openings ▼

Target Openings 1

Available Openings 1

Establishment ID DSU Dickinson State University

Business Unit DSU01 Dickinson State University

Position Number 00022951 Administrative Sec

Company DSU Dickinson State University

**NOTE:** You should not need to change any default information. If the default information is not correct you need to see if you agree that it should not be correct based on what is set up in position data.

## Opening Information

**Job Opening Type:** Displays the type selected on Primary Job Opening Information.

**Created by:** Defaults in the user's name.

**Created:** Defaults in today's date. You can enter the date the position is "officially posted".

**Openings to Fill:** Select "Limited Number of Openings" or "Unlimited Number of Openings".

- **Limited:** Enables the Target Openings and Available Openings fields to appear. The system closes the job opening when all openings are filled.
- **Unlimited:** Hides the Target Openings and Available Openings fields and the job opening stays open until it is manually closed.

**Target Openings:** Enter the number of openings that will be filled for this position. (If selected "Unlimited" this field will not appear.)

**Available Openings:** Generally, use the same number as Target Openings. As you hire applicants for this opening, this number will reduce. Once all available openings are filled, the opening will automatically close. (If selected "Unlimited" this field will not appear.)

**Establishment ID:** Defaults in from position.

**Business Unit:** Defaults in from position.

**Position Number:** Displays the position number selected on Primary Job Opening Information.

**Company:** Defaults in from position.

Job Code	521001	Administrative Sec
Department	2110	Literature and Language
Status Code	005 Draft	
Status Reason		
Status Date	02/03/2020	

---

Desired Start Date	
Encumbrance Date	
Projected Fill Date	
Date Authorized	

---

Referral Program ID	
Recruitment Contact	

**Locations** ?

*Location	Location Description	Primary Location		
STICKNEY	Stickney	<input checked="" type="checkbox"/>		

Add Location

**Recruiting Locations** ?

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings		
1007	Dickinson	<input checked="" type="checkbox"/>	1		

Add Recruiting Location

**Employees Being Replaced**

	*Employee ID	Name		
1				

Add Employee

**Job Code:** Defaults in from position.

**Department:** Defaults in from position.

**Status Code:** Defaults to "005 Draft". This will change to "010 Open" once the Job Opening has been Approved.

**Status Reason:** Select the appropriate reason:

- Job/Position Vacated
- New Authorization
- New Job/Position
- Re-opened
- Temporary Assignment

**Status Date:** Displays the effective date of the status.

**Desired Start Date:** Can be left blank, otherwise enter the date you want to complete the job opening.

**Encumbrance Date:** Leave blank.

**Projected Fill Date:** Leave blank.

**Date Authorized:** Enter the date the job opening was approved. If approvals are being used,

use the date that the job opening reaches final approval.

**Referral ID Program:** Leave Blank.

**Recruitment Contact:** Leave Blank.

## Locations

**Location:** Defaults in from position. This is the location code on the position.

## Recruiting Locations

**Recruiting Area:** Defaults in from location setup. This is the location that will show up for applicants searching for jobs on Candidate Gateway.

**Target Openings:** Enter the target openings for each separate recruiting location. Generally, there will be only one recruiting location.

## Employees Being Replaced

**Employee ID:** Enter appropriate employee through the look up. If this is a new position, leave blank.

Additional Job Specifications
1 of 1
View All

### Staffing Information

Region:

Schedule Type:

Regular/Temporary:

Begin Date:

End Date:

Shift:

Hours:

Work Period:

Travel Percentage:

### Salary Information

Salary Admin Plan:  Salaried Non-Exempt

From Grade:  5000 Band Salaried Non-exempt

From Step:

To Grade:

To Step:

Salary Range From:  (Default From Job Code)

Salary Range To:  (Default From Job Code)

Pay Frequency:

Currency:

Save and Submit
Save as Draft
Recruiting Home
Notification
Start Over
Top of Page

## Additional Job Specifications

Some fields in this area can be used to match against applicant preferences in the screening process. For example, if the Job is defined a Full-Time and the applicant is asking for Part-Time

## Staffing Information

This information defaults from Position Data or Job Code Table.

**Region:** Defaults USA

**Schedule Type:** Defaults to Full-time or Part-time.

**Regular/Temporary:** Defaults to Regular or Temporary.

**Begin Date:** Leave Blank.

**End Date:** Leave Blank.

**Shift:** Defaults to "Not Applicable", "Any", "Day", "Evening", "Night", "Compressed," or "Rotating".

**Hours:** Defaults

**Work Period:** Defaults to Weekly.

**Travel Percentage:** Defaults to “Never or rarely”. You can select: “Up to 100% of the time”, “Up to 75% of the time”, “Up to 50% of the time”, or “Up to 25% of the time”.

## Salary Information

This information defaults from Workforce Administration.

**Salary Admin Plan:** Defaults in from position. “SLEX”, “SLNE”, “HRNE”, “ADEX”, “GCEX”, “UALL”, or “HINV”.

**From Grade:** Defaults in from position. “000”, “100”, “200”, “300”, “400”, “500”, “600”, “700”, or “900”.

**From Step:** Leave Blank.

**To Grade:** Leave Blank.

**To Step:** Leave Blank.

**Salary Range From:** Enter the Salary Range from value. This is a required field.

**Salary Range To:** Enter the Salary Range to value. This is a required field.

**Pay Frequency:** Enter the Pay Frequency: “Annual”, “Bi-weekly”, “Hour”, “Month”, or “Year”.

**Currency:** Defaults to US Dollars.

After completing the Job Information page, click on the  **tab.**

## Qualifications

Within Qualifications, the page is organized into sections: Work Experience & Education, and Screening Questions.

On the Qualifications page, define requirements that will be compared against the applicant's application in the Screening process. The Work Experience levels will be compared against the applicant's Work Experience dates. The Education level will be compared against the applicant's stated Education level. The Questionnaire will list the questions that the applicant must answer in their application. In the subsequent Screening page, you will define which qualifications will be evaluated in which Screening Levels, and the scores assigned for meeting each qualification.

**Job Opening**

Save and SubmitSave as Draft

[Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID 2921701  
Job Posting Title Administrative Sec  
Job Code 521001 (Administrative Sec)  
Position Number 00022951 (Administrative Sec)  
Primary Recruiting Location 1007 (Dickinson)

Status 005 Draft  
Business Unit DSU01 (Dickinson State University)  
Department 2110 (Literature and Language)  
Job Family 5210 (Academic Assistant)

Job InformationQualificationsScreeningJob PostingHiring Team

Additional Job Specifications ?

Work Experience & Education ?

*Highest Education Level	Years of Work Experience	
Bachelors Level Degree	3.0	
Masters Level Degree	3.0	

Add Work Experience and Education

Screening Questions ?

*Question	Question Order	Action	
Are you at least 18 years old?		<a href="#">View Answers</a>	
Eligible to work in the US?		<a href="#">View Answers</a>	
Typing Test		<a href="#">View Answers</a>	
Microsoft Office 365		<a href="#">View Answers</a>	
Exp Microsoft Office		<a href="#">Enter Evaluators</a>	

Add Screening Question

Load from Question Set

Save and SubmitSave as Draft

[Recruiting Home](#) | [Notification](#) | [Start Over](#)

[Top of Page](#)



## Work Experience & Education

Education and experience requirements indicate the number of years of experience required for applicants with various levels of education. To meet education and experience screening criteria, the applicant must have both the education level and the minimum amount of experience required for that level.

**Highest Education Level:** Select the Education Level that qualifies and applicant for the job.

- Not Indicated
- Less than HS Graduate
- HS Graduate or Equivalent
- Some College
- Technical School
- 2-Year College Degree
- Bachelor's Level Degree
- Some Graduate School
- Master's Level Degree
- Doctorate (Academic)
- Doctorate (Professional)
- Post-Doctorate

**Years of Work Experience:** Enter the associated number of years of work experience required for the applicant to qualify for the job.

These requirements indicate the number of years of experience required for applicants with various levels of education. Each set of values—a degree and the years of experience required of applicants with that degree—is processed separately. To prevent the system from penalizing someone with the correct amount of experience but a higher degree, the job opening should include rows for every degree above the minimum requirement. To indicate that any amount of experience is acceptable for applicants with a given degree, enter 0 as the experience requirement for that degree.

## Screening Questions

Screening questions enable you to ask multiple-choice or open-ended (essay) questions to applicants who apply online.

***Note:** Unlike the other types of screening criteria, screening questions are useful only if applicants can submit applications online. Answers to screening questions cannot be entered in by the Recruiter for the applicant.*

**Question:** Select a screening question. When searching for questions you can use the Description field and select the “Contains” criteria with a keyword.

**Question Order:** Leave blank. The system is set up to randomize the order that the questions are presented on the application.

**Action:** For multiple-choice questions, a View Answers link appears. For open-ended questions, an Enter Evaluators link appears.

**View Answer:** Click this link to access the Answers to Screening Questions page, where you can review the answer choices and their default point values.

**Enter Evaluator:** Click this link to access the Assign Evaluators page, where you identify the users who will evaluate and award points to applicants' answers.

**Load from Question Sets button:** Click to access the Select Question Sets page, where you can select one or more pre-defined question sets whose questions will all be added to the list of screening questions.

## View Answers

Review the question and answer choices and their default point values.

**Answers to Screening Questions**

**Question**  
As of the date of hire, will you be at least 18 years old?

**Answers**

Answer	Default Points	Correct Answer
Yes	5	<input checked="" type="checkbox"/>
No	0	<input type="checkbox"/>

Return

## Assign Evaluators

Identify the users who will evaluate and award points to applicants' answers.

**Assign Evaluators**

**Question**  
Describe your experience using each of the Microsoft Office products, including what work products you have completed using them.

**Evaluators for Open Ended Questions**

Empl ID	Name		
0418110	Krissy Kilwein	+	✕

OKCancel

***Note:** Always assign evaluators to open-ended questions. Only the assigned evaluators can award an applicant points for the question, so questions without evaluators are never awarded any points during screening*

After completing the Qualifications page, click on the 

Screening

 tab.

## Screening

A job opening can include multiple screening levels, each with its own set of screening criteria and its own processing rules. Within a job opening, screening levels are assigned an order so that recruiters can process each level in its logical sequence.

NDUS uses a Pre-Screening level to determine eligibility to apply, a Minimum Qualifications screening level to select candidates who meet basic job qualifications, then a Preferred Qualifications screening level to assess the applicants preferred qualifications. Use of any screening level is optional on a Job Opening.

### About Pre-Screening

Pre-Screening occurs at the very beginning of the application process. Typically, you use pre-screening to ensure that applicants meet basic requirements such as being able to legally to work in your country.

If pre-screening is active, then the guided application process includes a Prequalify step that appears before any other step other than the optional Start step. The Prequalify step displays multiple-choice questions that the applicant must answer before continuing.

When the applicant continues to the next step, the system evaluates the answers immediately. Applicants who pass are permitted to continue with the job application. Applicants who fail are informed that they do not meet your qualifications and that they may not continue with the application.

Regardless of whether the applicant passes pre-screening, the system creates an application record. If the applicant failed pre-screening, the system assigns the fail disposition that you chose in the screening level definition.

### About Minimum Qualifications and Preferred Qualifications

For Minimum Qualifications and Preferred Qualifications screening levels, Recruiters run a process that evaluates potential candidates and assigns scores to narrow the list to the most qualified applicants, using criteria established for the screening level on the Job Opening.

## Screening Levels

**Job Opening**

[Save and Submit](#) [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)  
**Primary Recruiting Location** 1007 (Dickinson)

**Status** 005 Draft  
**Business Unit** DSU01 (Dickinson State University)  
**Department** 2110 (Literature and Language)  
**Job Family** 5210 (Academic Assistant)




[Job Information](#) [Qualifications](#) [Screening](#) [Job Posting](#) [Hiring Team](#)

**Additional Job Specifications** [?](#) [View All](#)

**Applicant Screening** [?](#)  

**Job Code** 521001 Administrative Sec  
**Max Total Points**  ☒ **Must Pass Previous Levels**

**Applicant Screening** [?](#)

Sequence	Screening Levels		
1	<a href="#">Pre Screening</a>		
2	<a href="#">Minimum Qualifications</a>		
3	<a href="#">Preferred Qualifications</a>		

[Add Screening Option](#)

[Save and Submit](#) [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

[Top of Page](#)

**Max Total Points:** Enter the maximum number of points that an applicant can accumulate across all screening levels combined. The default for this value is 100.

**Must Pass Previous Level:** Select this checkbox to enforce the rule that an applicant must have passed a level to be included in the calculation for the next level. The default for this field is checked for “Yes”.

**Screening Levels:** Lists the default screening levels established for the system. You may choose to delete a screening level if it will not be used for the Job Opening. Click on a screening level link to go to the Screening Criteria page for that screening level.

**Add Screening Option button:** Click the button to select an additional screening level to add. There should be no additional screening levels available to add.

**Click on the Pre Screening screening level link to go to the Screening Criteria page.**

NDUS CTS

24 | Page

## Screening Criteria

Use the Screening Criteria page to add screening criteria to screening levels.

Job Opening ID 2621701

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Position Number 00022951 (Administrative Sec)

Status 005 Draft

Business Unit DSU01 (Dickinson State University)

Department 2110 (Literature and Language)

Job Family 5210 (Academic Assistant)

Screening Option Description

Name Pre Screening

Pass Status 010 Applied

Pass Reason

\*Fail Status 112 Failed Prescreening

Fail Reason

Screening ID 1012

Explain Text ID HRAM\_FLONLEMSG\_02

Pass Text ID HRAM\_FLONLPASS\_01

Fail Text ID HRAM\_FLONLFAIL\_02

View Explanatory Message

View Pass Message

View Fail Message

Pass Email

Fail Email

Scoring Definition

Assign Points

Percent Needed to Pass 100

Maximum Points to Assign

Points Assigned for Pass 0

Use Raw Points

Points Assigned for Fail 0

Manually Assign Status

Screening Requirements

1-4 of 4

Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Are you at least 18 years old?		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Screening Question	Question: Eligible to work in the US?		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Screening Question	Question: Typing Test		Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Microsoft Office 365		Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0

Total Screening Points 10

OK

Cancel

Apply

For Pre-Screening level

### Screening Options Description

**Pass Status, Pass Reason:** Select the disposition (and, if desired, an associated reason) to assign when an application passes this screening level. For Pre-Screening we use “010 Applied”. The Pass Status is not applied until the application is submitted.

**Fail Status, Fail Reason:** Select the disposition (and, if desired, an associated reason) to assign applicants who fail this screening level. This setting is required for Pre-Screening. We use “112 Failed Prescreening”. For Pre-Screening, the fail status is applied as soon as the applicant fails, they are not allowed to continue and submit their application.

**Explain Text ID:** For Pre-Screening, explanatory text is required. The text appears under the Prequalification Terms heading on the application process Start step. This information will not default in, so you must enter a code on each job opening for Pre-Screening. Select the ID “HRAM\_FLONLEMSG\_02”. Click on the View Explanatory Message link to view the text.

**Pass Text ID:** Select the IDs for the messages that Candidate Gateway presents to applicants who pass the Pre-Screening level. In Fluid Candidate Gateway, applicants who pass prescreening do not see any messages. Accept the default of “HRAM\_FLONLPASS\_01”. Click on the View Pass Message link to the view the text.

**Fail Text ID:** Select the IDs for the messages that Candidate Gateway presents to applicants who fail the Pre-Screening level. Accept the default of “HRAM\_FLONLFAIL\_02”. Click on the View Fail Message link to view the text.

**Pass Email, Fail Email:** Select these check boxes to make the system send screened applicants an email containing the pass message or fail message, depending on the screening results.

## Scoring Definition

The Scoring Definition form contains the following fields and options:

- Assign Points:**
  - Percent Needed to Pass:  (indicated by a red arrow)
  - Maximum Points to Assign:
  - Points Assigned for Pass:
  - Points Assigned for Fail:
- ☒ Use Raw Points (indicated by a red arrow)
- ☐ Manually Assign Status

**Percent Needed to Pass:** Enter the minimum percentage amount of the total possible points that an applicant must have to pass the screening level. If you leave this field blank, the pass threshold is 0%, and all applicants will pass. For Pre-Screening, always use 100.

**Use Raw Points:** Select this check box if you want scores for the screening level to be the sum of the actual points that the applicant earned for the screening level. Always select this checkbox. If you select this check box, do not enter values in the Maximum Points to Assign, Points Assigned for Pass, or Points Assigned for Fail fields.

**Maximum Points to Assign:** Leave blank.

**Points Assigned for Pass and Points Assigned for Fail:** Leave blank

**Manually Assign Status:** Select this check box to allow recruiters to manually override an applicant's pass/fail status for a screening level. Do not select for Pre-Screening.

## Screening Requirements

This grid displays all available screening criteria so that you can select which items to use in the screening level. For Pre-Screening, this section lists only multiple-choice questions that were setup on the Qualifications page.

Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Are you at least 18 years old?		<a href="#">Edit Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Screening Question	Question: Eligible to work in the US?		<a href="#">Edit Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Screening Question	Question: Typing Test		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Microsoft Office 365		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0

Total Screening Points: 10

**Screening Type:** Displays the type of screening criteria. General Requirements items appear first, then Education & Experience items, then Screening Question items. For Pre-Screening, only Screening Questions are used.

**Item:** For screening questions, text in the Item column concatenates “Question:” with the simplified question content. The adjacent Description column is blank.

**Description:** This will be blank for screening question types.

**Edit Details:** Click on this link to access the Define Screening Points page to enter the point values assigned for the question answers.

**Use in Screening:** Select this checkbox to include the question in Pre-Screening. Generally, for Pre-Screening we would select questions for age and eligibility to work in the US.

**Required:** Select this check box if the applicant must have this criteria to pass the screening level. If the system determines that the applicant does not have this criteria (or incorrectly answers this question), the applicant fails the screening level even if the overall point total meets the passing threshold. For Pre-Screening this is not used.

**Points:** Displays the total point available for the question.

**Total Screening Points:** Displays the total points available for the screening level.

**Click on the Edit Details link to enter point values for the question answers.**

#### Define Screening Points

**Define Screening Points**

**Question Details**

Question ID

As of the date of hire, will you be at least 18 years old?

**Question Points**

Long Description	Points	Correct Answer
Yes	<input type="text" value="5"/>	Y
No	<input type="text" value="0"/>	N

**Points:** For multiple-choice questions, review and optionally override the default point value for both correct and incorrect answers. Each answer can be associated with a different number of points, and those points can be added together when there is more than one correct answer. You can enter a negative point value for an answer that reduces the overall points.

Click the  button to return to the Screening Criteria page.

*Note: All qualifications that you use for a screening level should be associated with points. The system ignores any selected items which do not have points, and if you leave the page and come back, you will see that the Use in Screening check box has been deselected for any criteria that does not have points.*

On the Screening Criteria page for Pre-Screening, click the  button to return to the Screening page.

Click on the **Minimum Qualifications** screening level link to go to the **Screening Criteria** page.

## Screening Criteria

The Screening Criteria page for Standard Screening level – Minimum Qualifications and Preferred Qualifications – will have some different fields.

The screenshot shows the 'Screening Criteria' page for a job opening. At the top, it displays job details: Job Opening ID 2921701, Job Posting Title Administrative Sec, Job Code 521001 (Administrative Sec), Position Number 00022951 (Administrative Sec), Status 005 Draft, Business Unit DSU01 (Dickinson State University), Department 2110 (Literature and Language), and Job Family 5210 (Academic Assistant). Below this is the 'Screening Option Description' section, which includes fields for Name (Minimum Qualifications), Screening ID (1002), Pass Status (030 Screen), Pass Reason, Fail Status (110 Reject), Fail Reason (Lacks Other Min Qualifications), and Letter. A checkbox for 'Send Letter as Email When Results Are Applied' is also present. The 'Scoring Definition' section contains 'Assign Points' fields: Percent Needed to Pass (60), Maximum Points to Assign, Points Assigned for Pass (0), and Points Assigned for Fail (0). A checkbox for 'Use Raw Points' is checked, and a checkbox for 'Manually Assign Status' is at the bottom. Red arrows point to the 'Percent Needed to Pass' field and the 'Use Raw Points' checkbox.

For Standard Screening levels

### Screening Options Description

**Pass Status, Pass Reason:** Select the disposition (and, if desired, an associated reason) to assign when an application passes this screening level. For Standard Screening levels, we use “030 Screen”. This disposition will be applied when the screening process is run and results are applied.

**Fail Status, Fail Reason:** Select the disposition (and, if desired, an associated reason) to assign applicants who fail this screening level. For Standard Screening we use “110 Reject”. For Minimum Qualifications we used the Fail Reason of “Lack Other Min Qualifications”.

**Letter:** Select a letter to send to applicants who fail this screening level.

**Send Letter as Email When Results Are Applied:** Select this check box to have the system send failed applicants an email with the text of the selected rejection letter. The system sends the email (and creates a contact note) after the results for the screening level are applied.

### Scoring Definition

**Percent Needed to Pass:** Enter the minimum percentage amount of the total possible points that an applicant must have to pass the screening level. If you leave this field blank, the pass threshold is 0%, and all applicants will pass. For Standard Screening, chose a value that will allow for a sufficient number of applicants to pass based on the criteria and points you establish for the screening level.

*Note:* You can adjust this value, and the points assigned for the individual items during the running of the screening process.

**Use Raw Points:** Select this check box if you want scores for the screening level to be the sum of the actual points that the applicant earned for the screening level. Always select this checkbox. If you select



this check box, do not enter values in the Maximum Points to Assign, Points Assigned for Pass, or Points Assigned for Fail fields.

**Maximum Points to Assign:** Leave blank.

**Points Assigned for Pass and Points Assigned for Fail:** Leave blank

**Manually Assign Status:** Select this check box to allow recruiters to manually override an applicant's pass/fail status for a screening level.

## Screening Requirements

This grid displays all available screening criteria so that you can select which items to use in the screening level. For Standard Screening levels, this section lists General Requirements, Education & Experience and all Screening Questions.

- General requirements come from fields that you populate in the Job Information and Salary Information sections of the Job Information page.
- Education and experience requirements come from the Education and Experience section of the Qualifications page
- Screening questions come from the Screening Questions section of the Qualifications page.

Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
General Requirement	Regular / Temp : Regular			<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
General Requirement	Full / Part Time : Full-Time			<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
General Requirement	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Minimum Grade : 500			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	RS Location : 1007			<input type="checkbox"/>	<input type="checkbox"/>	0
Education & Experience	Education: Bachelors Level Degree, 3 Years of Experience			<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Education & Experience	Education: Masters Level Degree, 3 Years of Experience			<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Screening Question	Question: Typing Test		<a href="#">Edit Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
Screening Question	Question: Exp Microsoft Office		<a href="#">Open Ended</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Microsoft Office 365		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Are you at least 18 years old?		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Eligible to work in the US?		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0

Total Screening Points 20

OK Cancel Apply

**Screening Type:** Displays the type of screening criteria. General Requirements items appear first, then Education & Experience items, then Screening Question items.

**Item:** For general requirements, screening questions, and education & experience requirements, text in the Item column concatenates the name of the requirement (for example, Full/Part Time) and the value to be matched (for example, Full-Time). The adjacent Description column is blank.

**Description:** This will be blank.

**Edit Details:** Displays a link that varies depending on context:

- The link text is [Edit Details](#) for multiple choice questions and for content types such as competencies that provide a rating scale. Click the link to access the Define Screening Points page, where you can assign different scores to different ratings or question answers.

- The link text is `Open Ended` for open-ended questions. Clicking this link also opens the Define Screening Points page, but in this mode, the page displays the text of the open-ended question and enables you to override the default maximum point value for the question.

This column is blank for other types of qualifications.

**Use in Screening:** Select this check box if you want the screening process to evaluate whether applicants meet the criteria for this item.

**Required:** Select this check box if the applicant must have this criteria to pass the screening level. If the system determines that the applicant does not have this criteria (or incorrectly answers this question), the applicant fails the screening level even if the overall point total meets the passing threshold. It is recommended that this not be used.

**Points:** For criteria that is either met or not met, the points field is editable so you can directly enter a point value. Use this method of assigning point values for general requirements, and education and experience requirements, that an applicant either has or does not have. For questions, this displays the total point available for the question.

**Total Screening Points:** Displays the total points available for the screening level.

***Note:** Because an applicant can have only one highest level of education, applicants can receive points for only one of the Education & Experience rows. If you screen based on more than one row of Education & Experience criteria, applicants will never be able to earn 100% of the points that can be awarded for the screening level.*

**Click on the Edit Details link to enter point values for the question answers.**

### Define Screening Points

#### Question Details

**Question ID** Applicants for this position are required to have taken the Typing test. Please provide your Adjusted WPM score.

#### Question Points

Long Description	Points	Correct Answer
No, I have not completed the test.	<input type="text" value="0"/>	N
Less than 35 words per minute	<input type="text" value="0"/>	N
35 to 39 words per minute	<input type="text" value="3"/>	N
40 to 44 words per minute	<input type="text" value="5"/>	N
45 or more words per minute	<input type="text" value="10"/>	Y

**Points:** For multiple-choice questions, review and optionally override the default point value for both correct and incorrect answers. Each answer can be associated with a different number of points, and those points can be added together when there is more than one correct answer. You can enter a negative point value for an answer that reduces the overall points.

Click the  button to return to the Screening Criteria page.

Click on the Open Ended link to enter the maximum points that can be awarded for an open ended question answer.

**Define Screening Points**



**Question Details**

**Question ID**

Describe your experience using each of the Microsoft Office products, including what work products you have completed using them.

**Question Points**

Points
<input type="text" value="15"/>

**Points:** For open-ended questions, review and optionally override the maximum point value for the question.

Click the  button to return to the Screening Criteria page.

On the Screening Criteria page for Minimum Qualifications, click the  button to return to the Screening page.

Repeat the Screening Criteria setup steps for the Preferred Qualifications screening level.

After completing the Screening levels, click on the  tab.

## Job Posting

**Job Opening**

Save and Submit

Save as Draft

Recruiting Home

Notification

Start Over

Job Opening ID 2921701

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Position Number 00022951 (Administrative Sec)

Primary Recruiting Location 1007 (Dickinson)

Status 005 Draft

Business Unit DSU01 (Dickinson State University)

Department 2110 (Literature and Language)

Job Family 5210 (Academic Assistant)

Job Information

Qualifications

Screening

Job Posting

Hiring Team

**Job Postings** ?  
No job postings exist for this job opening.

Add Job Posting

Save and Submit

Save as Draft

Recruiting Home

Notification

Start Over

Top of Page

Click on the Add Job Posting button to begin creating the Job Posting.

### Posting Information

Use the Posting Information page to add job posting details.

**Posting Information**

\*Posting Title Administrative Sec

**Job Descriptions** ?

1 of 1

\*Description Type Position Information

\*Visibility Internal and External

Template

Normal

Font

14

B

I

U

S

Provides day to day administrative and clerical support for department. Assists with budget administration and provides secretarial support to the Chairs and departments. Acts as departments' receptionist. Maintains departmental files and performs clerical support functions.

Add Posting Description

Delete Posting Description

**Job Posting Destinations** ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	

Add Posting Destination

OK

Cancel

Preview

**Posting Title:** Enter the title for the posting. The default value is the primary posting title for the job opening.

**Description Type:** Select a job posting description type. These are predefined categories of information to include in posting descriptions. Based the Description Types chosen, the categories appear on the job posting in a predefined order. The available description types are:

- Position Information
- Benefits
- Position Description & Details
- Required Competencies
- Minimum Requirements
- Preferred Qualifications
- Screening
- Applicant Materials Required
- How To Apply
- About Us
- Additional Information

**Visibility:** Specify whether to include this section of the posting description in Internal postings, External postings, or both Internal and External postings.

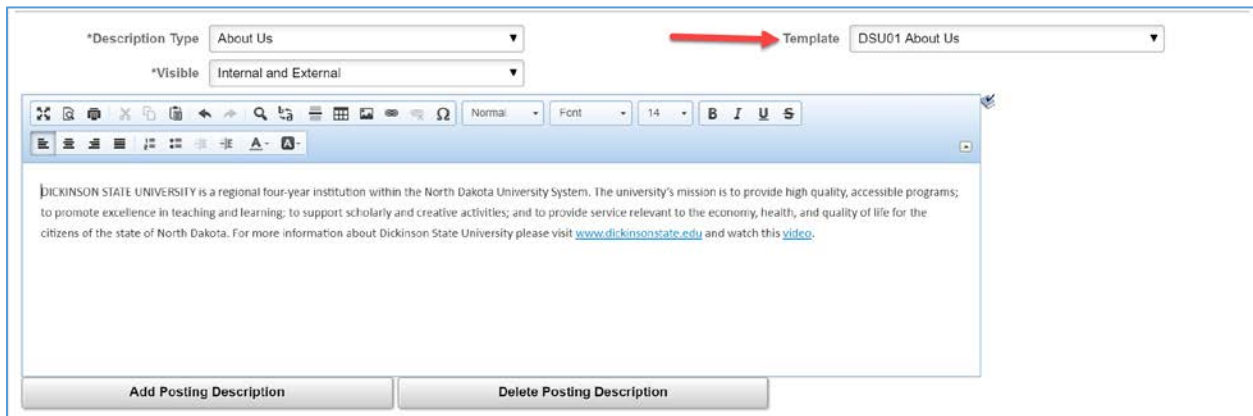
**Template:** If a campus has provided standard text for a section, it will be set up as a template. Select a template to populate the standard text for the specified description type.

**Posting Content:** Enter content for this section of the posting description. If you selected a template, the text appears here, but you can modify it as needed. Use the associated formatting, image, and spell-check tools to enhance the design of your posting description.

**Add Posting Description button:** Click on the Add Posting Description button to add another section.

**Preview button:** Click on the Preview button to view how the posting will look for the applicant on Candidate Gate.

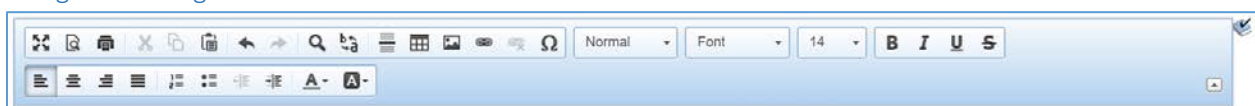
### Using a Template



The screenshot shows a web-based form for creating a job posting description. At the top, there are two dropdown menus: '\*Description Type' set to 'About Us' and '\*Visible' set to 'Internal and External'. To the right, a 'Template' dropdown is set to 'DSU01 About Us', with a red arrow pointing to it from the left. Below these is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. The editor contains the following text: 'DICKINSON STATE UNIVERSITY is a regional four-year institution within the North Dakota University System. The university's mission is to provide high quality, accessible programs; to promote excellence in teaching and learning; to support scholarly and creative activities; and to provide service relevant to the economy, health, and quality of life for the citizens of the state of North Dakota. For more information about Dickinson State University please visit [www.dickinsonstate.edu](http://www.dickinsonstate.edu) and watch this [video](#).' At the bottom of the editor are two buttons: 'Add Posting Description' and 'Delete Posting Description'.

Select a Template to populate the content with predefined text.

### Using Formatting



The screenshot shows a close-up of the rich text editor's toolbar. It includes icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. The 'Normal' style is selected in the dropdown menu.

Use the formatting toolbar to format the content, insert images, and insert links

## Preview button

citizens of the state of North Dakota. For more information about Dickinson State University please visit [www.dickinsonstate.edu](http://www.dickinsonstate.edu) and watch this [video](#).

**Job Posting Destinations** ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the Preview button to view the Job Posting.

### Job Description

<b>Job Title</b>	Administrative Sec
<b>Job ID</b>	2921701
<b>Location</b>	Dickinson
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

---

[Return to Previous Page](#) [Switch to Internal View](#)

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### Position Information

Provides day to day administrative and clerical support for department. Assists with budget administration and provides secretarial support to the Chairs and departments. Acts as departments' receptionist. Maintains departmental files and performs clerical support functions.

### About Us

DICKINSON STATE UNIVERSITY is a regional four-year institution within the North Dakota University System. The university's mission is to provide high quality, accessible programs; to promote excellence in teaching and learning; to support scholarly and creative activities; and to provide service relevant to the economy, health, and quality of life for the citizens of the state of North Dakota. For more information about Dickinson State University please visit [www.dickinsonstate.edu](http://www.dickinsonstate.edu) and watch this [video](#).

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[Return to Previous Page](#) [Switch to Internal View](#)

## Job Posting Destinations

**Job Posting Destinations** ⓘ

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Sub-Source	
Internet	External Posting ▼	0 - On Approval Date ▼	02/04/2020	02/21/2020	17		
Job Posting	Internal Posting ▼	0 - On Approval Date ▼	02/04/2020	02/21/2020	17		
Ad	External Posting ▼	0 - On Approval Date ▼	02/04/2020	02/21/2020	17	<a href="#">Sub-Source</a>	

[Add Posting Destination](#)

**Destination:** Select the recruitment source where you are sending this posting. This selection will control if the posting appears on Candidate Gateway for external and/or internal applicants. If integration is set up, this selection would control if the posting appears on an external site. In addition, you can record if a posting is advertised externally to a publication, website, or physical posting, for information purposes.

**Posting Type:** To make postings available on Candidate Gateway sites, you must select one of these values:

- **External** In PeopleSoft Candidate Gateway, these are the only job postings that external applicants can see. The posting description does not include any sections marked as internal.
- **Internal** In PeopleSoft Candidate Gateway, these are the only job postings that internal applicants can see. The posting description does not include any sections marked as external.

Postings to third-party job boards are identified by the destination without regard for the posting type, but you still use the **External** and **Internal** posting types to determine which sections of the posting description apply to the posting.

***Note:** For posting to Candidate Gateway, we use the combinations of “Internet – External Posting” and “**Job Board** – Internal Posting”.*

**Relative Open Date:** Choose how far in the future you want the job posting posted to this destination, relative to the date of final approval. If you select a value in this field, the system calculates the posting date and displays it in the Post Date field, which becomes unavailable for entry.

**Post Date:** Enter the date on which you want the job posting posted to this destination.

**Remove Date:** Either enter a specific date on which you want to remove the posting from this destination. This would be the Job Closing Date, or Screening Date.

**Posting Duration (Days):** As an alternative to entering the Remove Date, enter the number of days that the posting is to remain active. If you enter a posting duration, the system calculates the removal date and displays it in the Remove Date field, which becomes unavailable for entry.

**Sub-Source:** When you select “Ad” (Advertisement) as a destination, the Sub-Source link appears to allow for adding additional detailed sub-source information.

**Click on the Sub-Source link to open the Destination Subsource popup page.**

## Sub-Source


	SubSource ID	SubSource ID	Subsource Description	Source Type	Subsource Description		
1	1021	Sioux Falls Argus Leader	520	Paper		+	-
2	1018	Other	520	Paper	Dickinson Press	+	-

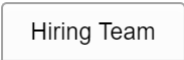
**Sub-Source ID:** Select a Sub-Source ID of the specific publication that the posting is advertised in. If you select “Other”, the Subsource Description field appears.

**Source Type:** Select the type of either “Online” or “Paper” to distinguish the posting advertisement type.

**Subsource Description:** For the SubSource ID of “Other”, enter the name of the publication in the Subsource Description field.

Click on the  button to close the popup page.

On the Posting Information page click on the  button to return to the Job Postings page.

After completing the Job Posting, click on the  tab.



## Hiring Team

Use the sections in the Assignments group box on the Hiring Team page to select recruiters, hiring managers, and other members of the hiring team.

In the context of Recruiting Solutions, hiring managers refers to Search Committee chairs and members, and department administrators who are responsible to creating Job Openings and processing.

The screenshot displays the 'Hiring Team' page with a navigation bar at the top containing 'Job Information', 'Qualifications', 'Screening', 'Job Posting', and 'Hiring Team' (which is highlighted). Below the navigation bar is the 'Assignments' section, which contains three sub-sections: 'Recruiters', 'Hiring Managers', and 'Interviewers'. Each sub-section has a table with columns for Name, ID, Primary status, and a delete icon. The 'Recruiters' section shows one entry for 'Connie Klein' with ID '0319599' and a checked 'Primary' box. The 'Hiring Managers' section shows one entry for 'Krissy Kilwein' with ID '0418110' and a checked 'Primary' box. The 'Interviewers' section shows two entries: 'Krissy Kilwein' with ID '0418110' and 'Jennifer Zier' with ID '0645825'. Each sub-section also has an 'Add' button: 'Add Recruiter', 'Add Recruiter Team', 'Add Hiring Manager', and 'Add Interviewer'.

*Name	Recruiter ID	Primary	
Connie Klein	0319599	<input checked="" type="checkbox"/>	

**Add Recruiter** **Add Recruiter Team**

*Name	Manager ID	Primary	
Krissy Kilwein	0418110	<input checked="" type="checkbox"/>	

**Add Hiring Manager**

*Name	Interviewer ID		
Krissy Kilwein	0418110		
Jennifer Zier	0645825		

**Add Interviewer**


**Recruiters:** Use this group box to identify recruiters for this job opening. Only users who are provisioned with the Recruiter recruiting role type, and are in the users Business Unit, can be added to the hiring team as recruiters. Select the Primary check box to identify the primary recruiter for this job opening. When searching for job openings based on your association with the job, you are considered to be "assigned to" the job opening if you are the primary recruiter; non-primary recruiters are considered to be "associated with" the job opening. The primary recruiter receives any offer-related notifications that an applicant submits through Candidate Gateway.

**Add Recruiter Team button:** Click to access the Add Team page, where you select a pre-set team whose members are added to the grid. When you add a team to the Recruiters grid, only team members who are provisioned with the Recruiter recruiting role type are added.

**Hiring Managers:** Use this group box to identify hiring managers for this job opening. Only users who are in the same Business Unit as the user creating the Job Opening can be added to the hiring team as hiring managers. When searching for job openings based on your association with the job, you are considered to be "assigned to" the job opening if you are the primary hiring manager; non-primary hiring managers are considered to be "associated with" the job opening.

**Interviewers:** Use this group box to identify interviewers for this job opening. The system uses this list of interviewers to provide default interviewers when you set up an interview schedule for this job opening.

A rectangular button with a light gray background and a thin border. The text "Save as Draft" is centered on the button in a dark gray, sans-serif font.

After completing the Hiring Team assignments, you can click the  button if you require more information before finalizing the Job Opening. The Job Opening will be saved with a Status of “010 Draft” and the Job Opening ID will be assigned.

## Approvals

**Job Opening**

[Save and Submit](#) [Save as Draft](#) [Delete](#) | [Recruiting Home](#) | [Search Job Opening](#) | [Notification](#) | [Next Job Opening](#) | >>

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)  
**Primary Recruiting Location** 1007 (Dickinson)

**Status** 005 Draft  
**Business Unit** DSU01 (Dickinson State University)  
**Department** 2110 (Literature and Language)  
**Job Family** 5210 (Academic Assistant)

[Job Information](#) [Qualifications](#) [Screening](#) [Job Posting](#) [Hiring Team](#)

**Assignments ?**

**Recruiters ?**

*Name	Recruiter ID	Primary		
Connie Klein	0319599	<input checked="" type="checkbox"/>		

[Add Recruiter](#) [Add Recruiter Team](#)

**Hiring Managers ?**

*Name	Manager ID	Primary		
Krissy Kilwein	0418110	<input checked="" type="checkbox"/>		

If you are complete with the Job Opening, click on the [Save and Submit](#) button to begin the approval process.

The Job Opening Status will update to “006 Pending Approval” and the Approvals tab will appear.

**Job Opening**

[Save](#) | [Recruiting Home](#) | [Clone](#) | [Create New](#) | [Next Job Opening](#) | [Print Job Opening](#)

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)  
**Primary Recruiting Location** 1007 (Dickinson)

**Status** 006 Pending Approval  
**Business Unit** DSU01 (Dickinson State University)  
**Department** 2110 (Literature and Language)  
**Job Family** 5210 (Academic Assistant)

[Job Information](#) [Qualifications](#) [Screening](#) [Job Posting](#) [Hiring Team](#) [Approvals](#)

**Opening Information ?**

**Job Opening Type** Standard Requisition

**Created By** 0319599 Connie Klein

Click on the [Approvals](#) tab to view and update the approval information.

## Job Opening

Save

[Recruiting Home](#) | 
 [Clone](#) | 
 [Create New](#) | 
 [Next Job Opening](#) | 
 [Print Job Opening](#)

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)  
**Primary Recruiting Location** 1007 (Dickinson)

**Status** 006 Pending Approval  
**Business Unit** DSU01 (Dickinson State U  
**Department** 2110 (Literature and Lang  
**Job Family** 5210 (Academic Assistant

Job Information

Qualifications

Screening

Job Posting

Hiring Team

Approvals

### Job Approvals

**Default Recruiter/HR**

Job Opening:Pending

Supervisor\_Recruiter

Pending

Multiple Approvers

Recruiter Group

Not Routed

Multiple Approvers

HR

Approve

Deny

Comments Text

Funding: 2364558897124

The Approval workflow chain will appear displaying the steps that are defined on the Approval Setup for the Institution and Job Type. Here the user can add Ad Hoc approvers into the workflow by clicking the green plus-sign icon.

In the **Comments Text**, enter the Funding information for the Job Opening Position. This will be visible to the approvers to verify that the funding is in place.

NDUS CTS

40 | Page

# Create Student Job Opening

\*For Student positions, the Create Job Opening component is organized across three tabs or pages: Job Information, Job Posting, and Hiring Team. The Qualifications and Screening steps are not used for Student Job Openings.

## Primary Job Opening Information

[←Return](#) | [🏠Recruiting Home](#)

### Job Details ?

Job Opening Type	Standard Requisition ▼	
*Business Unit	DSU01 🔍	Dickinson State University
*Job Family	8800 🔍	Student General
Department	2010 🔍	Stoxen Library
Position Number	00012139 🔍	Student General
Job Code	880001	Student General
*Recruiting Location	1007 🔍	Dickinson
*Job Posting Title	Student General	



Continue

## Job Information

For Student positions, within Job Information, the page is organized into sections: Opening Information, Locations, Recruiting Locations, Employees Being Replaced. The sections for Staffing Information and Salary Information are not used.

**Job Opening**

Save and Submit

Save as Draft

Recruiting Home

Notification

Start Over

Job Opening ID NEW

Job Posting Title Student General

Job Code 880001 (Student General)

Position Number 00012139 (Student General)

Primary Recruiting Location 1007 (Dickinson)

Status 005 Draft

Business Unit DSU01 (Dickinson State University)

Department 2010 (Stoxen Library)

Job Family 8800 (Student General)

Job Information

Job Posting

Hiring Team

**Opening Information** ?

Job Opening Type Standard Requisition

Created By 0319599 Connie Klein

Created 02/04/2020

\*Openings to Fill Unlimited Number of Openings

Establishment ID DSU Dickinson State University

Business Unit DSU01 Dickinson State University

Position Number 00012139 Student General

Company DSU Dickinson State University

**Openings to Fill:** For Student positions, select “Unlimited Number of Openings”.

- **Unlimited:** Hides the Target Openings and Available Openings fields and the job opening stays open until it is manually closed.

## View Job Opening Details

Once you exit the Create Job Opening process for an opening that is not in 005 Draft status, when you access the Job Opening again, the display of the tabs changes. The original tabs used in creating the Job Opening are not displayed as sub-tab links under the Details tab.

**Manage Job Opening**

Save

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 2921701

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Position Number 00022951 (Administrative Sec)

Status 006 Pending Approval

Business Unit DSU01 (Dickinson State University)

Department 2110 (Literature and Language)

Job Family 5210 (Academic Assistant)

Activity & Attachments

Details

Job Information

Qualifications

Screening

Job Posting

Hiring Team

Approvals

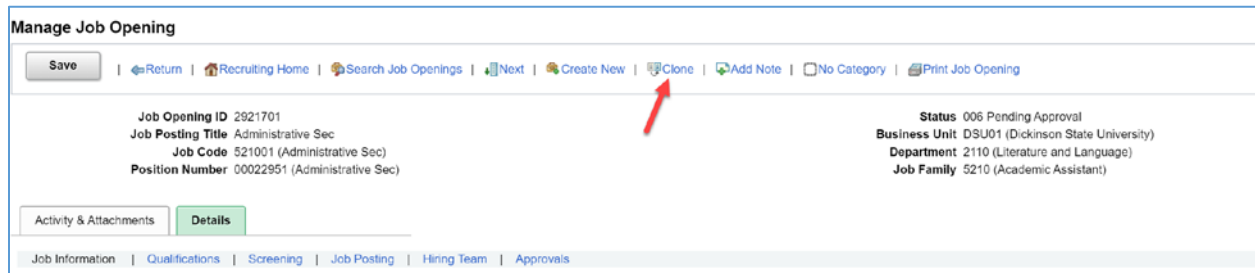
Opening Information ?

Job Opening Type Standard Requisition

Created By 0319599

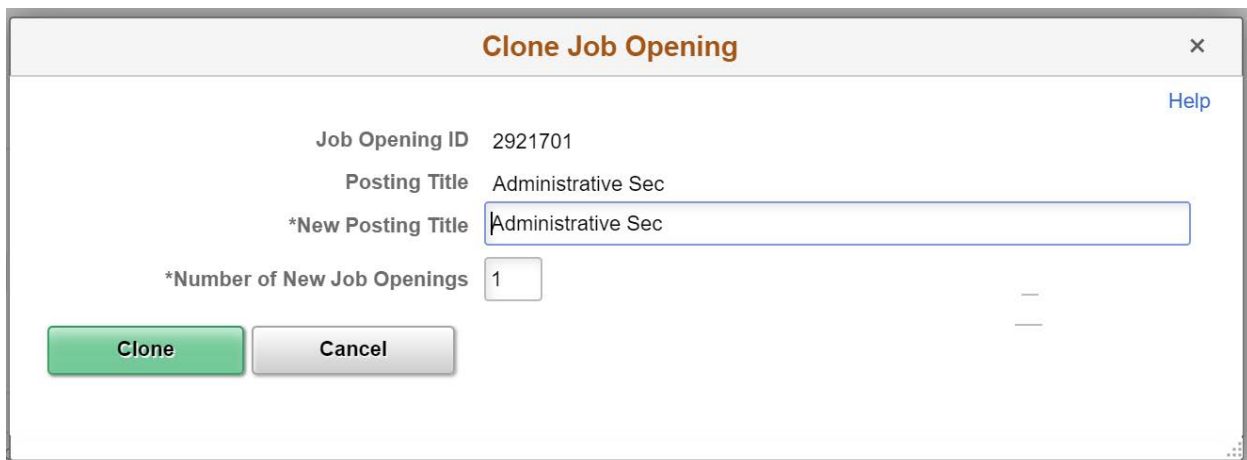
## Clone Job Opening

When creating a job opening that is similar to an existing one, you can avoid tedious data entry by cloning the existing job. You can clone existing job openings that have any status except Draft.



The screenshot shows the 'Manage Job Opening' interface. At the top, there is a toolbar with buttons: Save, Return, Recruiting Home, Search Job Openings, Next, Create New, Clone (highlighted with a red arrow), Add Note, No Category, and Print Job Opening. Below the toolbar, the job opening details are displayed: Job Opening ID 2921701, Job Posting Title Administrative Sec, Job Code 521001 (Administrative Sec), Position Number 00022951 (Administrative Sec), Status 006 Pending Approval, Business Unit DSU01 (Dickinson State University), Department 2110 (Literature and Language), and Job Family 5210 (Academic Assistant). At the bottom, there are tabs for Activity & Attachments and Details, and a navigation bar with links for Job Information, Qualifications, Screening, Job Posting, Hiring Team, and Approvals.

To clone a job opening, access the job opening that you want to clone and click the Clone toolbar button. Before you complete the clone action, verify the number of new clones to be created (the default is 1) and the job posting description to be used for the new clones (the default is the same description as the original job opening).



The screenshot shows the 'Clone Job Opening' dialog box. It has a title bar with the text 'Clone Job Opening' and a close button (X). Inside the dialog, there is a 'Help' link in the top right corner. The main content area displays the following information: Job Opening ID 2921701, Posting Title Administrative Sec, \*New Posting Title Administrative Sec (in a text input field), and \*Number of New Job Openings 1 (in a text input field). At the bottom, there are two buttons: Clone (green) and Cancel (gray).

Click on the Clone button to Clone the Job Opening. The message appears Job Opening successfully cloned.



**Clone Job Opening**
×

[Help](#)

**Job Opening successfully cloned**

Job Opening ID

2921701

Posting Title

Administrative Sec

New Posting Title

Administrative Sec

Number of New Job Openings

1

New Job Opening Status

Draft

**Cloned Job Openings**

Job Opening ID	Posting Title
2921702	Administrative Sec

Close

Click on the new Job Opening ID link to enter the pertinent information for the cloned Job Opening, and to save and submit for approval. You must enter data that was not copied over in the cloning in order to save and submit

## Statutes of New Clones

If approvals are required, the system puts the new job openings in *Draft* status. This is the same status that is applied if you created a new job opening manually and click the Save as Draft button.

## Data That Is Not Copied During Cloning

When you clone a job opening most of the data is copied from the existing job opening to the new one, including qualifications and screening criteria. However, some data will be left blank or adjusted, as detailed in this table:

Original Job Opening	Adjusted Data in the New Job Opening
Created By	The person who created the new job opening using the cloning process.
Created (the created date)	The date that the new job opening is created.
Status Code	<i>Draft</i> if approvals are required. Otherwise, the user who creates the new job opening chooses whether to put it in <i>Draft</i> status or <i>Open</i> status.
Status Reason	The first reason associated with the new status code.
Status Date	The date that the new job opening is created.

<b>Original Job Opening</b>	<b>Adjusted Data in the New Job Opening</b>
Desired Start Date	Blank
Projected Fill Date	Blank
Date Authorized	Blank if the new job opening is created in <i>Draft</i> status.
Begin Date and End Date	Blank
Posting dates	Not copied.
Hiring team	Active team members copied. If the primary recruiter or hiring manager is no longer active, but other recruiters or hiring managers are, the new job opening will have only non-primary recruiters or hiring managers. When you access the new job opening and attempt to save it, the system will display a message that one recruiter or hiring manager must be designated primary.
Approval process, if one exists	Not copied.
Notes and attachments	The notes and attachments are copied, but the dates for both are the date that the new job opening is created.
Applicants and all applicant-related data	Not copied.

# Activity & Attachments

From the Activity & Attachments tab you can view the history of the Job Opening status, add and view Notes, Attachments, and Expenses related to the Job Opening.

**Manage Job Opening**

Save

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 2921701  
Job Posting Title Administrative Sec  
Job Code 521001 (Administrative Sec)  
Position Number 00022951 (Administrative Sec)

Status 006 Pending Approval  
Business Unit DSU01 (Dickinson State University)  
Department 2110 (Literature and Language)  
Job Family 5210 (Academic Assistant)

Activity & Attachments

Details

Job Information

Qualifications

Screening

Job Posting

Hiring Team

Approvals

**Opening Information**

Job Opening Type Standard Requisition

Activity & Attachments

Details

**Job History**

Date	Subject	Reason	Action Taken By
02/03/2020	006 Pending Approval		Connie Klein
02/03/2020	005 Draft		Connie Klein

**Searches**

No searches are related to this Job Opening.

**Notes**

Subject	Note Date	Author		
Relocation of Position	02/04/2020	Connie Klein		

Add Note

**Attachments**

No Attachments have been added to this Job Opening.

Add Attachment

**Expenses**

No Expenses have been added to this Job Opening.

Add Expense

## Job History

This grid provides a status history of the job opening.

Job History ?			
Date	Subject	Reason	Action Taken By
02/05/2020	010 Open		Catherine Greicar
02/03/2020	006 Pending Approval		Connie Klein
02/03/2020	005 Draft		Connie Klein

**Date:** Displays the date the status was assigned.

**Subject:** Displays the status description.

**Reason:** Displays the status reason, if one was supplied when the status was assigned.

**Action Taken By:** Displays the name of the person whose action updated the status.

## Add Note

Click on the Add Note button, the Job Opening Notes popup window appears.

Job Opening Notes

Help

Note Date02/04/2020

\*AudiencePublic

\*SubjectRelocation of Position

DetailsThis position is being relocated to the Library.

Add NoteCancel

**Note Date:** Enter the date for the note.



**Audience:** Select the audience for the note. Valid options are:

- **Public:** Public notes can be viewed and edited by anyone who has access to the job opening.
- **Interview:** Interview notes can be viewed by anyone who has access to the job opening, but only the note author or an administrator can modify the note. Interview notes don't automatically appear in on the Interview Schedule page, but the Interview Schedule page provides links that enable you to copy Interview notes from the job opening to the interview.
- **Private:** The subject of a private note can be viewed by anyone who has access to the job opening, but only the note author or an administrator can view or modify the note details.

**Subject:** Enter the note subject. The subject is visible to everyone with access to the job opening.

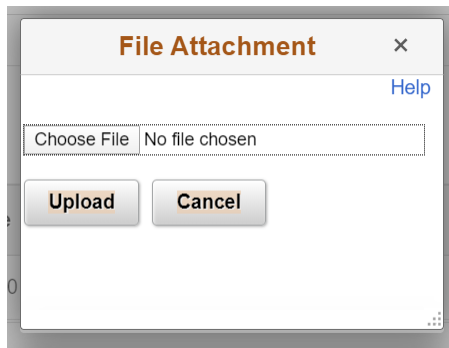
**Details:** Enter the note details. Details for private notes are visible only to the creator of the note.

The note appears in the Notes grid.



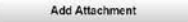
Notes					
Subject	Note Date	Author			
Relocation of Position	02/04/2020	Connie Klein			

## Add Attachment

Click on the Add Attachment button to upload a file attachment.



The uploaded file appears in the Attachments grid.

Attachments					
 1-1 of 1 ▼					
File Name	Description	Audience	Updated	Uploaded By	
<a href="#">Sample_Attachment.docx</a>	Position justification	Public ▼	02/04/2020 12:41PM	Connie Klein	
					

## Add Expenses

Click on the Add Expenses button to open the Add Expenses popup window.

Add Expenses

×

Help

Job Opening ID2921701

Add new Expense

\*Expense Code

Advertising

▼

\*Expense Amount

27.00

USD

\*Charge Date

02/04/2020

Business Unit

DSU01

Dickinson State University

Department

2110

Literature and Language

Applicant Name

Description

Dickinson Press

OK

Cancel

Added expenses appear in the Expenses grid.

Expenses				
Expense	Date	Display Name	Expense Details	
Advertising	02/04/2020		<a href="#">Expense Details</a>	

# Print Job Opening

Click on the Print Job Opening icon on the top button bar to generate the Job Opening report after selecting which data to include in the report.

Manage Job Opening

Save

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 2921701

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Position Number 00022951 (Administrative Sec)

Status 006 Pending Approval

Business Unit DSU01 (Dickinson State University)

Department 2110 (Literature and Language)

Job Family 5210 (Academic Assistant)

Activity & Attachments

Details

Job Information

Qualifications

Screening

Job Posting

Hiring Team

Approvals

Opening Information ?

Job Opening Type Standard Requisition

Printed By n210509

The Select Job Opening Sections page appears where you indicate which sections to include in the report.

Job Opening

2921701

Administrative Sec

Create Report

Job Opening Print Selection

1-13 of 13 ▼

Select	Section to Print [PAGE.Section]
<input checked="" type="checkbox"/>	JOB INFORMATION Job Information
<input checked="" type="checkbox"/>	JOB INFORMATION Salary Information
<input checked="" type="checkbox"/>	JOB INFORMATION Staffing Information
<input checked="" type="checkbox"/>	QUALIFICATIONS Education and Experience
<input checked="" type="checkbox"/>	QUALIFICATIONS Screening Question
<input checked="" type="checkbox"/>	SCREENING Screening Options
<input checked="" type="checkbox"/>	JOB POSTING Job Postings
<input checked="" type="checkbox"/>	HIRING TEAM Hiring Manager Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Interviewer Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Recruiter Assignments
<input checked="" type="checkbox"/>	OTHER Notes
<input checked="" type="checkbox"/>	OTHER Expenses
<input checked="" type="checkbox"/>	OTHER..Job History

Select All

Deselect All

Return to Previous Page

Create Report

**Select:** Select the check box for the sections that you want to include in your job opening report. The Job Information section is always selected, even if you click the Deselect All link. This ensures that identifying information about the job opening always appears in your report. All sections from the job opening are always included in the list, regardless of whether there is data to print. However, sections that do not contain any data do not appear in the final report. The Notes, Applicants, and Expenses sections do not appear in the section list unless there is data to print.

**Create Report button:** Click this button to create the Job Opening report, which opens in a new browser window. To print the report, use your browser's print command.



## Job Opening Report

### Job Opening Summary

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001(Administrative Sec)  
**Position Number** 00022951(Administrative Sec)  
**Status** 006 Pending Approval  
**Business Unit** DSU01(Dickinson State University)  
**Department** 2110(Literature and Language)  
**Job Family** 5210(Academic Assistant)

### Job Information

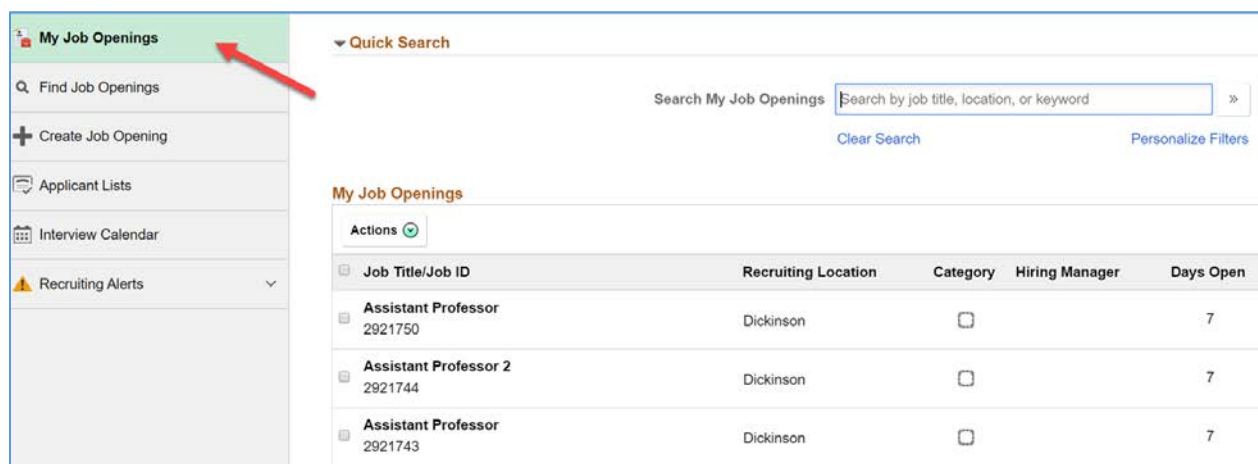
**Created By** 0319599(Connie Klein)  
**Created** 02/03/2020  
**Opening to Fill** L(Limited Number of Openings)  
**Target Openings** 1  
**Available Openings** 1  
**Establishment ID** DSU(Dickinson State University)  
**Business Unit** DSU01(Dickinson State University)  
**Company** DSU(Dickinson State University)  
**Department** 2110(Literature and Language)

## SEARCH JOB OPENINGS

There are a variety of methods for finding Job Opening in the system. Each method operates differently and displays Job Openings search results differently.

### My Job Openings

From the Recruiting Activities tile, select My Job Openings (this should be the default selection when you access the page).

A screenshot of the "My Job Openings" page. On the left is a sidebar with a green header "My Job Openings" (indicated by a red arrow), and menu items: "Find Job Openings", "Create Job Opening", "Applicant Lists", "Interview Calendar", and "Recruiting Alerts". The main area has a "Quick Search" bar with a search input field containing "Search by job title, location, or keyword", a "Clear Search" link, and a "Personalize Filters" link. Below the search bar is a table titled "My Job Openings" with columns: Job Title/Job ID, Recruiting Location, Category, Hiring Manager, and Days Open. The table lists three job openings, all at Dickinson, with 7 days open.

Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open
Assistant Professor 2921750	Dickinson	<input type="checkbox"/>		7
Assistant Professor 2 2921744	Dickinson	<input type="checkbox"/>		7
Assistant Professor 2921743	Dickinson	<input type="checkbox"/>		7

Use the My Job Openings page to view a list of job openings for the Hiring Manager user.

Quick Search

Search My Job Openings Search by job title, location, or keyword »

Clear Search Personalize Filters

My Job Openings 14 results found for "Jobs Assigned to Me".

Actions

Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants
Administrative Sec 2921701	Dickinson		Krissy Kilwein	6	0	7
Controller/Director Bus Affair 2 2921700	Dickinson		Krissy Kilwein	9	0	4
Controller/Director Bus Affair 2921699	Dickinson		Krissy Kilwein	9	4	4
Heat Plant Operator 2921691	Dickinson		Krissy Kilwein	21	1	2
SBDC Business Advisor 2 2921663	Dickinson		Krissy Kilwein	43	0	11
Technical Support Specialist 2921661	Dickinson		Krissy Kilwein	49	0	3

On My Job Openings search within the results using the keyword search field.

Use the Personalize Filters settings to change the results list.

Cancel Personalize Filters Save

Select the filter options that determine which Job Openings appear.

\*Display Jobs Assigned to Me

\*Status Open

\*Created Within View All

**Display:** Select a value to filter page data according to your relationship with the job opening.

“Jobs Associated with Me” are job openings that you created or where you are part of the hiring team. “Jobs Assigned to Me” (the default value) is a subset of the jobs associated with you; it includes only job openings where you are either the primary recruiter or the primary hiring manager. The other filtering option is “Jobs Created by Me”.


**Status:** Select a value to filter page data based on the job openings status. The default value is Open.


**Created Within:** Select a value to filter page data based on how recently the job opening was created. Options include Today Yesterday, Last 3 Days, Last Week, Last 2 Weeks (the default value), Last Month, Last Year and View All.


Select one or more Job Openings and click on the



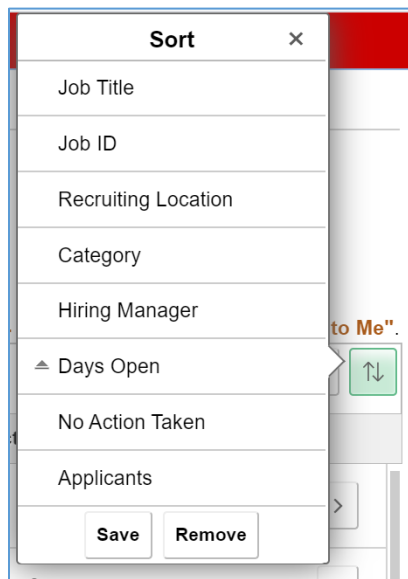
menu link to perform actions on the Job Openings. This feature is discussed in a later chapter.


Download the Job Openings list using the  icon.

Find Job Openings within the list using the  icon.

Sort the Job Opening list using the  icon.

The Sort control menu will appear allowing you to select a different sort key.



To access a Job Opening, click on the  icon on the selected Job Opening row.

# Find Job Openings

From the Recruiting Activities tile, select Find Job Openings.

A screenshot of a web application interface. On the left is a sidebar with a menu. The menu items are: "My Job Openings", "Find Job Openings" (highlighted in green with a red arrow pointing to it), "Create Job Opening", "Applicant Lists", "Interview Calendar", and "Recruiting Alerts" (with a dropdown arrow). The main area is titled "Search Job Openings". Below the title is a breadcrumb trail: "Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings". Underneath is a section labeled "Search Criteria" with a question mark icon. It contains several search fields: "Job Posting Title", "Job Opening ID" (with a magnifying glass icon), "Status" (a dropdown menu showing "Open"), "Category", "Most Recent Activity", "Job Opening Type", "Hot Job", "My Association", "Hiring Manager" (with a magnifying glass icon), "Recruiter" (with a magnifying glass icon), "Created By" (with a magnifying glass icon), "Business Unit" (with a magnifying glass icon), "Department", "Position Number" (with a magnifying glass icon), and "Recruitment Contact" (a dropdown menu). At the bottom of the search criteria section are two buttons: "Search" (green) and "Clear" (gray).

**Job Posting Title:** Enter the Job Posting Title.

**Job Opening ID:** Enter job opening ID.

**Status:** Enter the status of opening(s) you are searching for.

- Canceled
- Closed
- Denied

- Draft
- Hold
- Open
- Pending

**Category:** Select the job categorization.

**Most Recent Activity:** Select:

- Active within last 2 weeks
- Active within last 3 days
- Active within Last Month
- Active within Last Week
- Active within Last Year
- Active within Today
- Active within View All
- Active within Yesterday

**Job Opening Type:** Select “Continuous Job Opening” or “Standard Requisition”.

**Hot Jobs:** Select Hot Job designation, “Yes” or “No”. (This is not used.)

**My Association:** Select, “Jobs Assigned to Me” or “Job Created by Me”.

**Hiring Manager:** Select Hiring Manager.

**Recruiter:** Select Recruiter.

**Created By:** Select originator. This is the person who created the job opening.

**Business Unit:** Select business unit.

**Department:** Select department.

**Position Number:** Select position number.

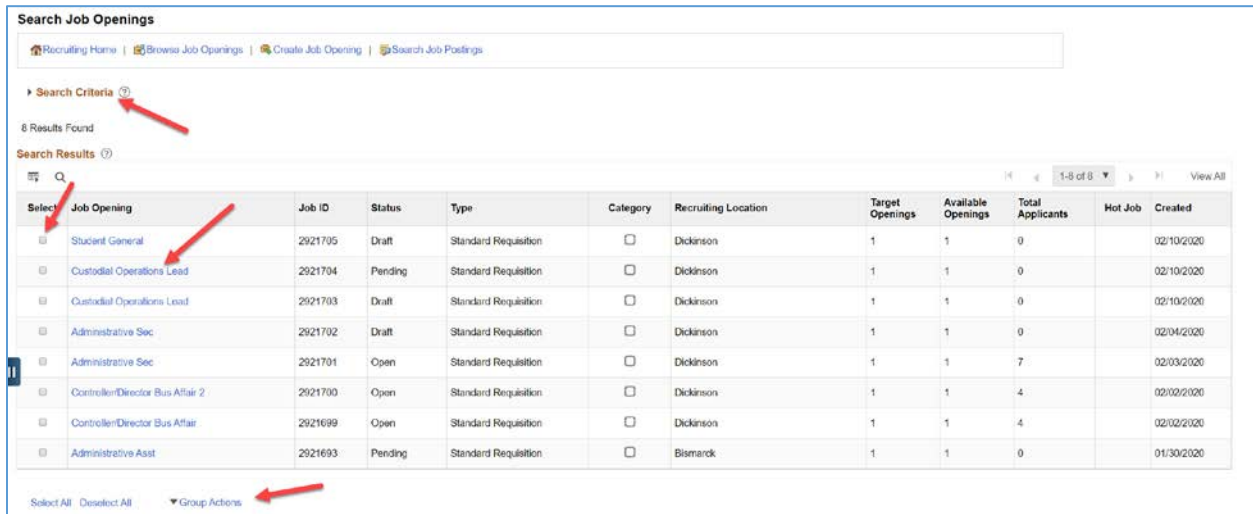
**Recruitment Contact:** Select recruitment contact. (This is not used.)

Enter search criteria and click

Search

## Search Results

The search results will return only Job Openings that are associated with the user.



**Search Job Openings**

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

► **Search Criteria** (?)

6 Results Found

**Search Results** (?)

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	<a href="#">Student General</a>	2921795	Draft	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/10/2020
<input type="checkbox"/>	<a href="#">Custodial Operations Lead</a>	2921794	Pending	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/10/2020
<input type="checkbox"/>	<a href="#">Custodial Operations Lead</a>	2921793	Draft	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/10/2020
<input type="checkbox"/>	<a href="#">Administrative Sec.</a>	2921792	Draft	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/04/2020
<input type="checkbox"/>	<a href="#">Administrative Sec.</a>	2921701	Open	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	7		02/03/2020
<input type="checkbox"/>	<a href="#">Controller/Director Bus Affair 2</a>	2921700	Open	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	4		02/02/2020
<input type="checkbox"/>	<a href="#">Controller/Director Bus Affair</a>	2921699	Open	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	4		02/02/2020
<input type="checkbox"/>	<a href="#">Administrative Asst</a>	2921693	Pending	Standard Requisition	<input type="checkbox"/>	Bismarck	1	1	0		01/30/2020

Select All Deselect All ▼ Group Actions

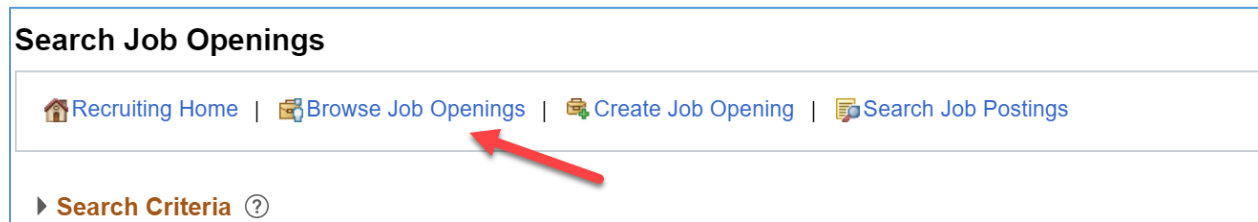
Click on the ► **Search Criteria** (?) link to re-open the search criteria fields.

Click on a Job Opening link (e.g. [Custodial Operations Lead](#)) to access the Manage Job Opening page for the selected Job Opening.

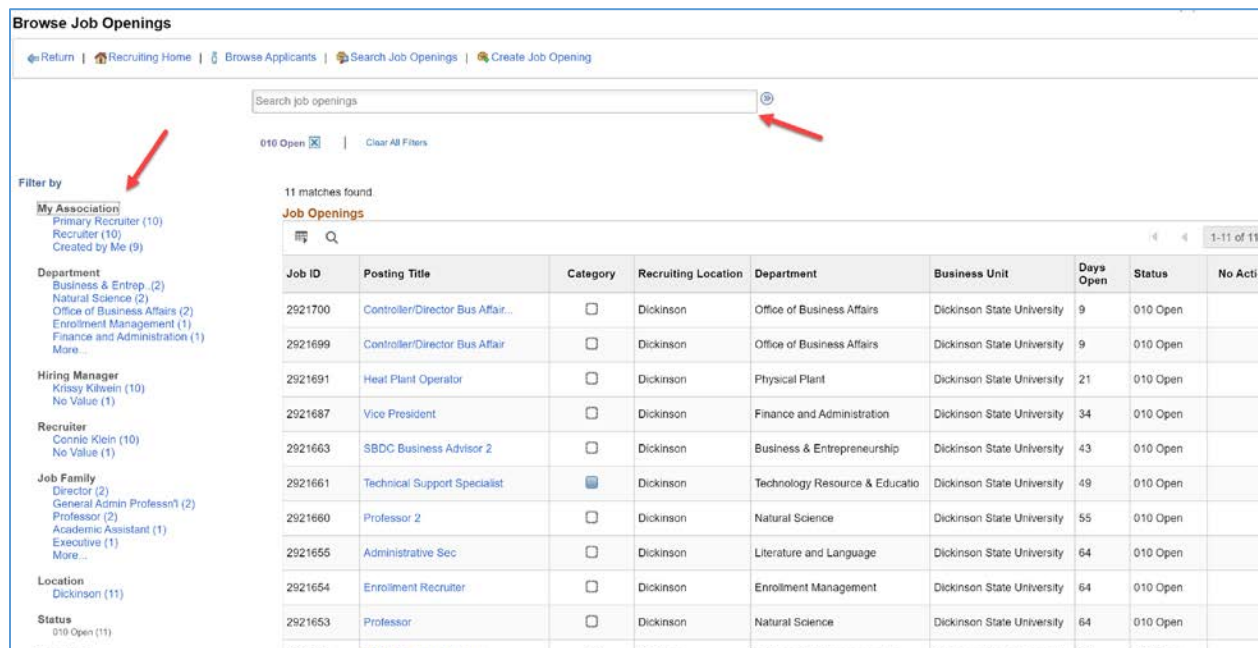
Select one or more Job Openings and click on the ▼ **Group Actions** menu link to perform actions on the selected Job Openings. This feature is discussed in a later chapter.

# Browse Job Openings

From the Search Job Opening page, select Browse Job Opening in the top button bar.



The search results will return only Job Openings that are associated with the user. Use the Browse Job Openings page to search for job openings using a combination of keyword searching and faceted filtering.



On Browse Job Openings search within the results using the keyword search field.

Narrow your results by using Faceted Filters.

Click on a Job Opening link (e.g. [Custodial Operations Lead](#)) to access the Manage Job Opening page for the selected Job Opening.



# Open Jobs

Select the Open Jobs tile.

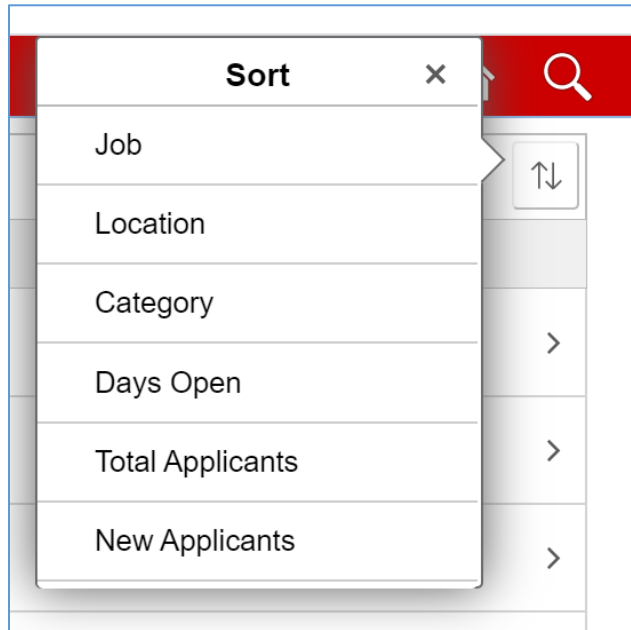


Use the Open Jobs page to view a list of job openings for the hiring manager user.

Open Jobs				
Job / Location	Category	Days Open	Total Applicants	New Applicants
Heat Plant Supervisor (2921848) Dickinson	<input type="checkbox"/>	0	0	0
Accounting Manager II (2921794) Dickinson	<input type="checkbox"/>	8	2	0
Custodian (2921791) Dickinson	<input type="checkbox"/>	9	1	0
Accounting Manager (2921789) Dickinson	<input type="checkbox"/>	10	7	6
Title IX Coordinator/AEO (2921787) Dickinson	<input type="checkbox"/>	10	4	0
Accounting Manager (2921756) Dickinson	<input type="checkbox"/>	15	2	1
Accounting Manager (2921740) Dickinson	<input type="checkbox"/>	16	4	2
Administrative Asst (2921735) Dickinson	<input type="checkbox"/>	17	5	4
Annual Giving Coordinator (2921734) Dickinson	<input type="checkbox"/>	18	0	0
Accounting Manager 5 (2921730) Dickinson	<input type="checkbox"/>	20	4	4
Accounting Manager 4 (2921729) Dickinson	<input type="checkbox"/>	20	4	0
Accounting Manager 3 (2921728) Dickinson	<input type="checkbox"/>	20	3	0
Accounting Manager 2 (2921727) Dickinson	<input type="checkbox"/>	20	3	0
Accounting Manager 1 (2921726) Dickinson	<input type="checkbox"/>	20	3	0

Sort the Job Opening list using the  icon.

The Sort control menu will appear allowing you to select a different sort key.



To access a Job Opening, click on the  icon on the selected Job Opening row.

## MANAGE JOB OPENING

From your My Job Openings list, select a Job Opening with Applicants applied. In the Applicants column you will see the number of Applicants who have applied.

The Manager Job Opening page will appear. The page is organized across five tabs or pages: Applicants, Applicant Screening, Activity & Attachments, and Details.

**Job Opening ID** 2921848  
**Job Posting Title** Heat Plant Supervisor  
**Job Code** 611502 (Heat Plant Supervisor)  
**Position Number** 00011910 (Heat Plant Supervisor)

Applicants

Applicant Screening

Activity & Attachments

Details

## Applicants

Use the Manage Job Opening page: Applicants tab to review applicants for a job opening and perform various applicant-related activities. This grid displays applicants who are linked to the current job opening with a non-draft disposition.

**IMPORTANT! For Hiring Managers, only Applicants who have been evaluated and met Minimum Qualifications will be visible. Recruiter users can view all applicants, including newly applied.**

Manage Job Opening

Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening

Personalize

Job Opening ID 2921848  
Job Posting Title Heat Plant Supervisor  
Job Code 611502 (Heat Plant Supervisor)  
Position Number 00011910 (Heat Plant Supervisor)

Status 010 Open  
Business Unit DSU01 (Dickinson State University)  
Department 3050 (Physical Plant)  
Job Family 6115 (Heating Plant)

Applicants

Applicant Screening

Activity & Attachments

Details

All (4) | Applied (0) | Reviewed (0) | Screen (4) | Route (0) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (0)

Applicants ?

1-4 of 4 | View All

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	
<input type="checkbox"/>	Anna Kannon		40330	External	Screen							▼ Other Actions
<input type="checkbox"/>	Jason Helmeb		40331	External	Screen							▼ Other Actions
<input type="checkbox"/>	Michelle Young		40326	External	Screen							▼ Other Actions
<input type="checkbox"/>	Wally Stralnic		40374	External	Screen							▼ Other Actions

Select All | Deselect All | Group Actions

NDUS CTS

63 | Page

## Phase Filters

Across the top of the Applicants tab, a horizontal bar provides a graphical representation of the phases of the recruiting process, with labels indicating both the phase name and the number of applicants currently in dispositions that belong to that phase. Normally, when you access the Manage Job Openings page you will be positioned on the All phase. For Hiring Managers, no applicants will appear in the Applied phase or the Reviewed phase, even if a number appears. Applicants in these phases are only visible to Recruiter users.

All (7)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
------------	----------------	-----------------	---------------	--------------	------------------	--------------	-------------	-------------	---------------

As an application is processed and their disposition is updates, the applicant will be accessible on the corresponding phase filter page, as well as the All phase filter page.

## View Applicant

From the Manage Job Opening – Applicants grid you can access the Applicant information.

**Manage Job Opening**  
[Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#) Personalize

**Job Opening ID** 2021848  
**Job Posting Title** Heat Plant Supervisor  
**Job Code** 611502 (Heat Plant Supervisor)  
**Position Number** 00011910 (Heat Plant Supervisor)  
**Status** 010 Open  
**Business Unit** DSU01 (Dickinson State University)  
**Department** 3050 (Physical Plant)  
**Job Family** 6115 (Heating Plant)

**Applicants** | Applicant Screening | Activity & Attachments | Details

All (4) | Applied (0) | Reviewed (0) | Screen (4) | Route (0) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (0)

**Applicants** ⓘ  
1-4 of 4 | View All

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	
<input type="checkbox"/>	<a href="#">Anna Kannon</a>		40330	External	Screen							▼ Other Actions
<input type="checkbox"/>	<a href="#">Jason Habeeb</a>		40331	External	Screen							▼ Other Actions
<input type="checkbox"/>	<a href="#">Mitchell Young</a>		40326	External	Screen							▼ Other Actions
<input type="checkbox"/>	<a href="#">Wally Stralio</a>		40374	External	Screen							▼ Other Actions

[Select All](#) [Deselect All](#) ▼ Group Actions

Click on an Applicant name link to access the Manage Applicant page for the selected Applicant.

## Manage Applicant

The Manage Applicant page will appear. The page is organized across four tabs or pages: Applicant Activity, Notes, Applicant Data, and Interested Parties.

Manage Applicant

Save

[Return](#) | [Recruiting Home](#) | [Previous](#) | [Next](#)

Personalize

Name

Jason Habeeb

Applicant ID

40331

Applicant Type

External Applicant

Status

010 Active

Preferred Contact

Not Specified

Phone

444/898-5555

Email

work.busket.1+JHABEEB@gmail.com

Address

5240 White Oak Dickinson, ND 58043

Applicant Activity

Notes

Applicant Data

Interested Parties

Current Status

Interview Schedule/Evaluation

Expenses

History

Applicant Activity

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	
<input type="checkbox"/>	Accounting Manager 4	2921729	100 Hold							Other Actions
<input type="checkbox"/>	Heat Plant Supervisor	2921848	030 Screen							Other Actions

Select All

Deselect All

Group Actions

The Applicant Activity grid displays Job Openings that the applicant has applied to that the user is associated with. If the applicant has applied to any Job Openings that the user is not associated with, they will not show up in the grid.

For Hiring Managers, the Action icons, and Other Actions menu are not available on Manage Applicants.

## Applicant Data

Use the Manage Applicant page: Applicant Data tab to view an applicant's personal information and references. This tab is organized into two pages: Personal Information, and References.

### Personal Information

**Manage Applicant**  
[Save](#) | [Return](#) | [Recruiting Home](#) | [Previous](#) | [Next](#) [Personalize](#)

**Name**  
Name Jason Habeeb  
Applicant ID 40331  
Applicant Type External Applicant  
Status 010 Active

**Preferred Contact** Not Specified  
Phone 444/888-5555  
Email work.bucket.1+JHABEEB@gmail.com  
Address 5240 White Oak Dickinson, ND 58043

[Applicant Activity](#) | [Notes](#) | **[Applicant Data](#)** | [Interested Parties](#)

[Personal Information](#) | [References](#)

**Applicant**  
Applicant Type External Applicant  
Preferred Contact Not Specified

**Applicant Status**  
Status Code Active  
Status Date 02/24/2020  
Status Reason  
Registered Online Yes  
[Inactivate Online Account](#)

**Name**  
Name Format English  
Name Prefix  
First Name Jason  
Middle Name  
Last Name Habeeb  
Name Suffix

**Email Addresses**

Primary	Email Type	Email Address	
<input checked="" type="checkbox"/>	Home	work.bucket.1+JHABEEB@gmail.com	<a href="#">✕</a>

[Add Email Address](#)

**Address**  
Country United States  
Address 1 5240 White Oak  
Address 2  
Address 3  
City Dickinson  
State North Dakota  
Postal 58043  
County

**Phone Numbers**

Primary	Phone Type	Telephone	Extension	Country Code	
<input checked="" type="checkbox"/>	Home	444/888-5555			<a href="#">✕</a>

[Add Phone Number](#)

This information is provided by the Applicant when they register on Candidate Gateway. A recruiter can edit the information, if needed. For a Hiring Manager, the page is in view only mode.

### References

**Manage Applicant**  
[Save](#) | [Return](#) | [Recruiting Home](#) | [Previous](#) | [Next](#) [Personalize](#)

**Name**  
Name Jason Habeeb  
Applicant ID 40331  
Applicant Type External Applicant  
Status 010 Active

**Preferred Contact** Not Specified  
Phone 444/888-5555  
Email work.bucket.1+JHABEEB@gmail.com  
Address 5240 White Oak Dickinson, ND 58043

[Applicant Activity](#) | [Notes](#) | **[Applicant Data](#)** | [Interested Parties](#)

[Personal Information](#) | [References](#)

**References**

Reference Name	Title	Employer	Reference Type	Date Contacted	Contact Phone		
Mike Renoli	Director Business Affairs	HDU Associates	Professional	03/13/2020	419/220-6487	<a href="#">✎</a>	<a href="#">✕</a>
Savita Gomathi	Manager Procurement	HDU Associates	Professional	03/13/2020	419/882-7736	<a href="#">✎</a>	<a href="#">✕</a>

[Add Reference](#) [Request Reference](#)

This information is provided by the Applicant when they apply for a job on Candidate Gateway. A recruiter can Add References or edit the information, if needed.

## Notes

Use the Manage Applicant page: Notes tab to review notes for applicants, as well as view attachments to notes.

The screenshot displays the 'Manage Applicant' page with the 'Notes' tab selected. The 'Notes Summary' section shows a table with one note: 'Application letter' by Connie Klein on 03/05/2020. The 'Note Details' section provides more information: Author (Connie Klein), Date (03/05/2020), Contact Method (Outbound Letter), and Note Audience (Public). It also lists 'Job Openings' with one entry: 'Accounting Manager 4'. The 'Attachments' section shows a table with one attachment: '2020-03-05-14.54.22.0000001053HRS\_APP\_LET.rtf'.

Recruiter users can manually create applicant notes and optionally add attachments to the notes.

Additionally, the system automatically creates applicant notes during recruiting process such as:

- Forwarding an applicant.
- Sending correspondence.
- Generating a letter.  
Users can generate interview letters, offer letters, and generic applicant letters. When letter generation creates a note, the letter itself becomes an attachment to the note.
- Linking an applicant to a job opening with a questionnaire.  
The note is created only if the system sends the applicant an invitation to apply. The invitation is sent if the applicant has an email address and the job opening with the questionnaire is currently posted to Candidate Gateway.
- Scheduling an interview.  
The note is created only if the Notify Applicant option is selected when the user submits the interview schedule.
- Posting an offer to Candidate Gateway.
- Using Candidate Gateway to accept or reject an offer (this action is performed by the applicant).
- Using Candidate Gateway to send documents to a recruiter (this action is performed by the applicant).

Documents that the applicant sends become attachments to the note.

Click on the **Edit Note**  icon to view a Note in detail.

## Applicant Note

Use the Applicant Notes page to view applicant-related notes and attachments.

Applicant Notes

The access setting affects who can see the applicant note.  
Private notes can only be seen by the author.  
Public notes that are not associated with any job openings are visible to all users.  
Public notes that are associated with job openings are visible to the job openings' hiring teams and creators. They are also visible to administrators and any other users who have unrestricted access to all applicant data.

Author: Connie Klein

Contact Method: Outbound Letter

Date: 03/05/2020

\*Audience: Public

Job Openings

1-1 of 1

View All

Job Opening ID	Posting Title	
2921729	Accounting Manager 4	

\*Subject: Application letter

Details

Attachments

1-1 of 1

View All

File Name	Description	
2020-03-05-14.54.22.0000001053HRS_APP_LET.rtf	Application letter	

Add Attachment

Update Note

Cancel

**Author:** Displays the name of the person who created the note. If the note is system-generated, the author is the person who performed the action that generated the note.

**Contact Method:** Select how the contact was made between the user and the applicant.

**Date:** Displays the note creation date.

**Audience:** Select `Public` or `Private` to control who can see the note. Private notes are only visible to the author. Public notes are visible to users that are associated with job openings.

**Job Opening ID:** Use this grid to associate the note to one or more job openings. You can only select job openings to which you have access. If you do not select a job opening and the audience is "public", then the note is visible to anyone who can access the applicant.

**Subject and Details:** Enter the content of the note.

**Attachments:** Use this group box for attachments that pertain to the note.



## Expenses

Use the Applicant Activity – Expenses sub-tab to view applicant expenses.

**Manage Applicant**

Save

[Return](#) | [Recruiting Home](#) | [Previous](#) | [Next](#)

**Name** Jason Habeeb  
**Applicant ID** 40331  
**Applicant Type** External Applicant  
**Status** 010 Active

**Preferred Contact**  
**Phone**  
**Email**  
**Address**

Applicant Activity

Notes

Applicant Data

Interested Parties

[Current Status](#) | [Interview Schedule/Evaluation](#) | [Expenses](#) | [History](#)

**Expenses**

1-1 of 1

[View All](#)

Expense	Charge Date		
Travel	03/13/2020		

Add New Expense

Total Expenses120.000USD

## History

Use the Applicant Activity – History sub-tab to view a history of applicant activity.

Applicant Activity

Notes

Applicant Data

Interested Parties
















[Current Status](#) | [Interview Schedule/Evaluation](#) | [Expenses](#) | [History](#)

**Applicant Activity**

Job Opening	Job Opening ID	Disposition	Reason	Last Updated	Last Updated By
Accounting Manager 4	2921729	010 Applied		02/24/2020 11:27AM	
Accounting Manager 4	2921729	030 Screen		03/05/2020 1:47PM	Connie Klein
Accounting Manager 4	2921729	050 Route		03/05/2020 2:15PM	Connie Klein
Accounting Manager 4	2921729	100 Hold		03/05/2020 3:12PM	
Heat Plant Supervisor	2921848	010 Applied		03/13/2020 11:18AM	
Heat Plant Supervisor	2921848	030 Screen		03/13/2020 11:37AM	Connie Klein

## View Application

From the Manage Job Opening – Applicants grid you can access the Application information.

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed
<input type="checkbox"/>	<a href="#">Anna Kannon</a>		40330	External	Screen			
<input type="checkbox"/>	<a href="#">Jason Habeeb</a>	 	40331	External	Screen	 		
<input type="checkbox"/>	<a href="#">Mitchell Young</a>		40326	External	Screen			
<input type="checkbox"/>	<a href="#">Wally Stralnic</a>		40374	External	Screen			

Click on an Application icon to access the View Application Details page for the selected Applicant.

### View Application Details

The View Application Details page will appear. Here you can view the application.

## View Application Details

**Name:** Jason Habeeb

**Applicant ID:** 40331

**Applicant Type:** External Applicant

**Status:** 010 Active

**Preferred Contact:** Not Specified

**Phone:** 444-888-5555

**Email:** work.bucket.1-JHABEEB@gmail.com

**Address:** 5240 White Oak Dickinson, ND 58043

### Job Openings

Q

1-1 of 1

View All

Job Opening ID	Posting Title	View Questionnaire
2921848	Heat Plant Supervisor	<a href="#">View Questionnaire</a>

### Job Families

Q

1-1 of 1

View All

Job Family	Description

### Preferences

Desired Start Date

Regular/Temporary    Regular

Full/Part-Time    Full-Time

Willing to Relocate    No

Willing to Travel    No

Travel Percentage    Never or rarely

### Geographic Preference

First Choice

Second Choice

Comments

### Resume

Resume Title    JHABEEB Resume 1

Language Code    English

### Resume Attachment

Attachment
<a href="#">Sample_Resume.docx</a>

No Resume Text

### Attachments

Q

1-3 of 3

View All

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated	Uploaded By
<a href="#">Sample_Attachment.docx</a>	Transcripts	Transcript Attachments	<input type="checkbox"/>	03/13/20 20 11:16AM	Jason Habeeb
<a href="#">Sample_Cover_Letter.docx</a>	Sample_Cover_Letter.docx	Cover Letters	<input type="checkbox"/>	03/13/20 20 11:15AM	Jason Habeeb
<a href="#">DD_Form_214.docx</a>	DD214	Disabled Vets Letter	<input type="checkbox"/>	03/13/20 20 11:17AM	Jason Habeeb

### Work Experience

The View Application Details page contains sections for information that was entered by the applicant on their Application, including: Personal Information, Preferences, Referral Source, Attachments (Resume, Cover Letter, and Attachments), Work Experience, and Education Level. Additional sections appear even though the data for the section is not captured in the application.

Desired Work Days

☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday
☐ Sunday

Minimum Pay
Currency Code
USD
Pay Frequency

Desired Shift

☒ Not Applicable
☐ Day
☐ Evening
☐ Night
☐ Compressed
☐ Rotating
☐ Any

Desired Hours Per Week
40.0
Letter
Date Printed
Generate Letter

**Referral Source** ⓘ

How did you learn of the job?
Open House
Additional Information
Specific Referral Source

**Work Experience**

Start Date	End Date	Employer	Ending Job Title			
03/25/2015		Kerwick	Manager			

**Education Level**

Highest Education Level
Bachelors Level Degree

**Training**

No Training has been added for this applicant.

**Areas of Study**

No Areas of Study have been added to this applicant's profile.

**Competencies**

No Competencies have been added to this applicant's profile.

**Degrees**

No Degrees have been added to this applicant's profile.

**School Education**

## View Questionnaire

From the View Application Details page, click on the View Questionnaire link.

**View Questionnaire**

Jason Habeeb

Applicant ID 40331

Job Opening 2921848

Heat Plant Supervisor

Question 1003

As of the date of hire, will you be at least 18 years old?

Answers

1001	Yes	<input checked="" type="checkbox"/>	
1002	No	<input type="checkbox"/>	

Question 1004

Can you provide proof, if hired, that you are eligible to work in the United States?

Answers

1001	Yes	<input checked="" type="checkbox"/>	
1002	No	<input type="checkbox"/>	

Question 1519

Do you have work experience supervising staff?

Answers

1001	Yes	<input checked="" type="checkbox"/>	
1002	No	<input type="checkbox"/>	

Question 1785

Please check all areas you have at least one year of work experience operating.














Answers

1008	N/A	<input type="checkbox"/>	
10188	Boiler fuel systems	<input checked="" type="checkbox"/>	
10189	Boilers	<input checked="" type="checkbox"/>	
10198	Chemical feed systems	<input checked="" type="checkbox"/>	

On this page you can see the Questions and Answers provided by the applicant in the Application.

## View Resume

From the Manage Job Opening – Applicants grid you can view the applicants Resume.

Applicants								
Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed
<input type="checkbox"/>	Anna Kannon		40330	External	Screen			
<input type="checkbox"/>	Jason Habeeb		40331	External	Screen			
<input type="checkbox"/>	Mitchell Young		40326	External	Screen			
<input type="checkbox"/>	Wally Stralnic		40374	External	Screen			

Click on the Resume icon, depending on your browser, the Resume will open in a new window, or appear as a download.

**Rosalind Nyland**

123 West Street

Dickinson, ND 58001

444-555-3333

**Work History**

Information that is not present anywhere else is contained in this document.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

*Note: You can also access the Resume, as well as Cover Letter, and other Attachment documents from the View Application Details page.*

# Actions

To help you process applicants, Recruiting Solutions provides a wide variety of predefined actions.

## Applicant Actions and Recruiting Actions

The actions that you perform in Recruiting Solutions fall into two categories:

- Applicant actions affect the overall applicant record rather than a specific application.
  - Examples include Forward Applicant, Send Correspondence, and Link Applicant to Job.
- Recruiting actions relate to an application for a specific job opening (or an application without a job opening).
  - Examples include Edit Disposition, Reject Applicant, and Prepare Job Offer.

## Invoking Actions

The following table describes the types of page controls that can be used to invoke actions:

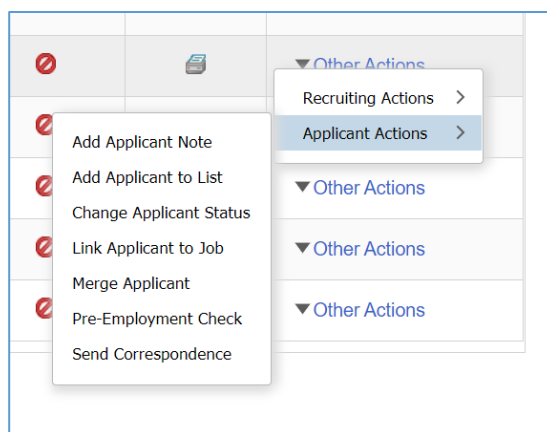
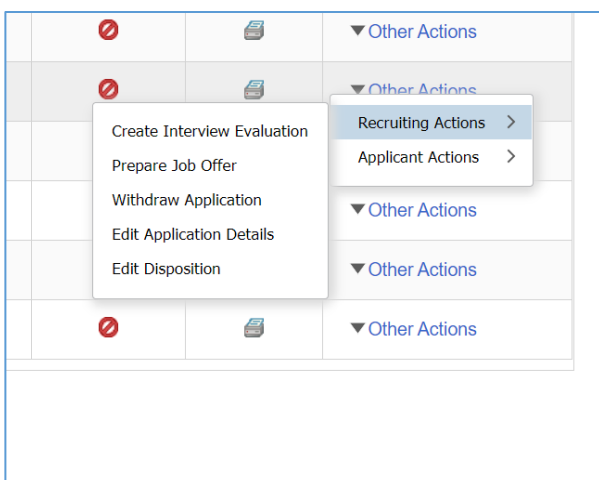
<b>Toolbar Buttons</b>	Toolbar buttons on the page provide one-click access to certain actions.
<b>Icon buttons</b>	These provide one-click access to the most commonly used actions for a specific context.
<b>Related action menus</b>	Click these related Action menus to access context-specific lists of additional actions.

The screenshot displays the 'Manage Job Opening' interface. At the top, a toolbar contains buttons like 'Return', 'Recruiting Home', 'Search Job Openings', 'Post', 'Create New', 'Clone', 'Refresh', 'Add Note', 'Interviews', 'No Category', and 'Print Job Opening'. Below this, job details are shown, including 'Job Opening ID 2021701', 'Job Posting Title Administrative Sec', 'Job Code 521001 (Administrative Sec)', 'Position Number 00022551 (Administrative Sec)', 'Status 010 Open', 'Business Unit DSU01 (Dickinson State University)', 'Department 2110 (Literature and Language)', and 'Job Family 5210 (Academic Assistant)'. A tabbed interface shows 'Applicants' as the active tab. Below the tabs, a summary row shows counts for 'All (7)', 'Applied (0)', 'Reviewed (0)', 'Screen (0)', 'Route (0)', 'Interview (0)', 'Offer (0)', 'Hire (1)', 'Hold (5)', and 'Reject (1)'. The main area is a table of applicants with columns: Select, Applicant Name, Vet Pref, Applicant ID, Type, Disposition, Application, Resume, Mark Reviewed, Route, Interview, Reject, Print, and Other Actions. Red arrows point to the 'Other Actions' menu in the table header and the 'Group Actions' button at the bottom left of the table.

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Randal Wald		40430	Employee	Hold								▼ Other Actions
<input type="checkbox"/>	Rosalind Nyland		40426	External	Hold								▼ Other Actions
<input type="checkbox"/>	Peter Ordel		40384	External	Hold								▼ Other Actions
<input type="checkbox"/>	Ivel Isat		40416	External	Hold								▼ Other Actions
<input type="checkbox"/>	Ben Linus		40391	External	Hold								▼ Other Actions
<input type="checkbox"/>	Janet Good		40363	External	Ready								▼ Other Actions
<input type="checkbox"/>	Sonia Petillo		40428	External	Reject								▼ Other Actions

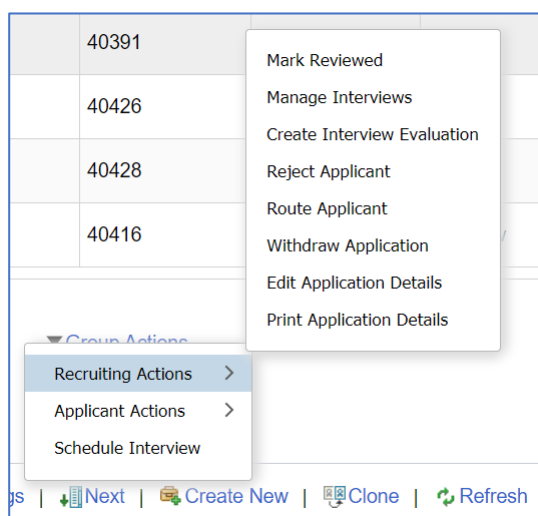
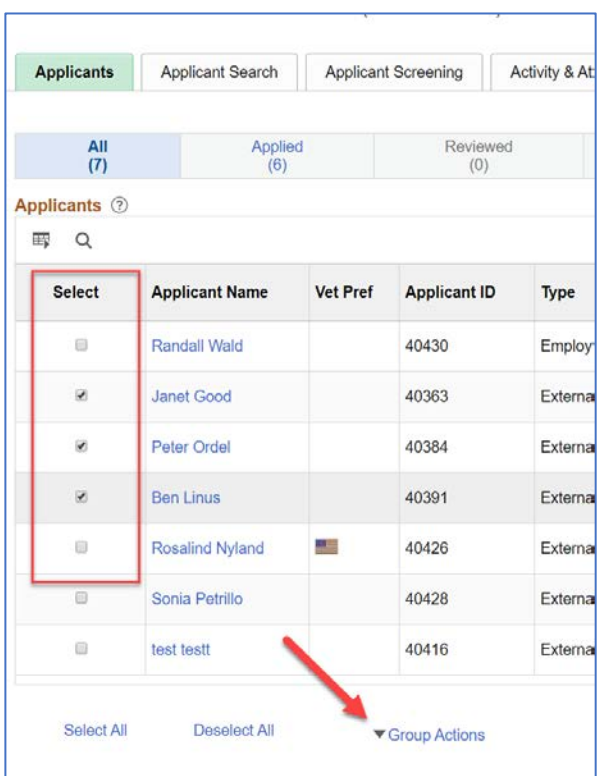
## The Actions menu or Other Actions menu

Use these menus to perform actions on a single applicant or application. When both recruiting actions and application actions are available, these menus have Recruiting Actions and Applicant Actions submenus. The menu is called “Other Actions” in contexts where some actions are accessed using icon buttons and other actions are accessed in the menu.



## The Group Actions menu

This menu appears below grids and lists the actions that you can perform on multiple grid rows. If the context supports both recruiting actions and applicant actions, the Group Actions menu has corresponding submenus.



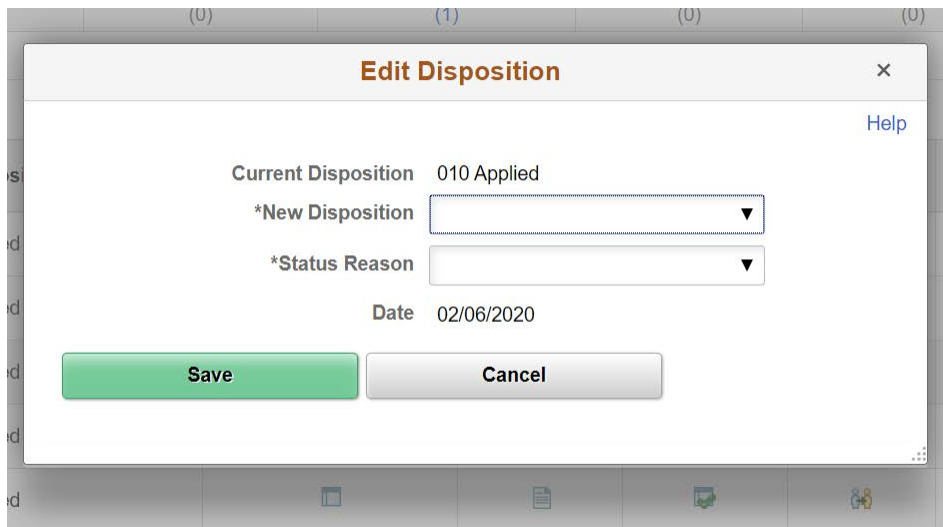
Refer to the Appendix in this document for a complete list of Actions.

## Edit Disposition

Dispositions identify an applicant's status with regard to the recruiting process for a particular job opening. Actions for reviewing, screening, interviewing, making offers, and hiring automatically assign appropriate dispositions.

Sometimes, however, it is necessary to manually update an applicant's disposition. To do this, use the Edit Disposition action.

You can edit an Application's disposition by selecting Other Actions > Recruiting Actions > Edit Disposition.



The screenshot shows a web-based dialog box titled "Edit Disposition". The dialog contains the following elements:

- Current Disposition:** A text field displaying "010 Applied".
- \*New Disposition:** A dropdown menu.
- \*Status Reason:** A dropdown menu.
- Date:** A text field displaying "02/06/2020".
- Buttons:** A green "Save" button and a grey "Cancel" button.
- Help:** A blue "Help" link in the top right corner.

Valid successors are defined for every disposition. For example, 020 Reviewed is a valid successor to 010 Applied, but 005 Draft is not. If a user manually updates an applicant's disposition to one that is not defined as a successor, the system displays a warning. The user can choose to ignore the warning and save the new disposition anyway.


When selecting a New Disposition, you can also optionally select a Status Reason, if available.

**Refer to the Appendix in this document for a complete list of Dispositions (Statuses) and associated Status Reasons.**



## Veterans Preference

For Staff and Faculty jobs, a Vets Pref column will appear in the Applicants grid on Manage Job Openings. When an applicant has claimed Veterans Preference on their application, their record will display a US flag icon in this column. For an applicant who has claimed Veterans Preference, the Recruiter must verify their claim. Based on the Veterans Preference status, the applicant will have been instructed to supply appropriate documentation as application attachments. The Recruiter will have verified that the applicant has provided the appropriate documentation as attachments.

Jason Habeeb		40331	External	Screen
--------------	---	-------	----------	--------

Click on the US flag icon to view the Veterans Preference status. The Verification of Veterans Preference popup window will appear.

Verification of Veterans Preference

[Help](#)

Last Updated

03/13/2020 11:30AM

By

connie.m.klein

Veterans Preference

Veteran


Military Service Start Date

01/01/2013


End Date

04/15/2015


Military Service Verified



☒ Accurate



☐ Ineligible - Explanation Required



☐ Recruiter Corrected - Explanation Required

OK

Cancel

In the screening process, points will be awarded for verified Veterans Preference statuses.

# Student Work Study Verification

For Student jobs, a Work Study Verification column will appear in the Applicants grid on Manage Job Openings. A Work Study Verification icon appears for all student applicant.

Job Opening ID 2921699

Job Posting Title AR Student Assistant

Job Code 880001 (Student General)

Position Number 00012138 (AR Student Assistant)

Status

Business Unit

Department

Job Family

Applicants

Applicant Search

Activity & Attachments

Details

All (4)

Applied (4)









Reviewed (0)

Screen (0)

Route (0)

Interview (0)

Applicants ?

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Work Study Verification	Application
<input type="checkbox"/>	<a href="#">Austin Kozojed</a>		40332	External	Applied		
<input type="checkbox"/>	<a href="#">Jack Mason</a>		40330	External	Applied		
<input type="checkbox"/>	<a href="#">Jessica Smith</a>		40333	External	Applied		
<input type="checkbox"/>	<a href="#">Michelle Nguyen</a>		40331	External	Applied		

Select All

Deselect All

▼ Group Actions

Click on the Work Study Verification icon to view the student’s enrollment and work study status. The Work Study Verification popup window appears.

Work Study Verification

×

Help

Jessica Smith

Student Enrolled: Yes

Credits 15

Work Study Offered: Yes

Work Study Accepted: WS Accept

The Work Study Verification information displayed is pulled in real-time from the Campus Solutions system.

## ROUTING

Routing is the action of sending applicant information to recipients who are asked to provide input on the next step to take for the applicant.

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)

**Status** 010 Open  
**Business Unit** DSU01 (Dickinson State University)  
**Department** 2110 (Literature and Language)  
**Job Family** 5210 (Academic Assistant)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

All (7)

Applied (0)

Reviewed (0)

Screen (5)

Route (0)

Interview (1)

Offer (0)

Hire (0)

**Applicants** ⓘ  
🔍

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition ^	Application	Resume	Mark Reviewed	Route	Interv
<input type="checkbox"/>	Janet Good		40363	External	Screen					
<input type="checkbox"/>	Randall Wald		40430	Employee	Screen					
<input type="checkbox"/>	Peter Ordel		40384	External	Screen					
<input type="checkbox"/>	Rosalind Nyland		40426	External	Screen					
<input type="checkbox"/>	Ben Linus		40391	External	Screen					

Select All

Deselect All

▼ Group Actions

The Route Applicant action is available for individual applicants using the Route action icon.

# Route

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)

**Applicants** | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (7) | Applied (0) | Reviewed (0) | **Screen (5)**

**Applicants** ?

☰ 🔍

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition▲
<input checked="" type="checkbox"/>	Janet Good		40363	External	Screen
<input checked="" type="checkbox"/>	Randall Wald		40430	Employee	Screen
<input checked="" type="checkbox"/>	Peter Ordell		40384	External	Screen
<input checked="" type="checkbox"/>	Rosalind Nyland		40426	External	Screen
<input checked="" type="checkbox"/>	Ben Linus		40391	External	Screen

Select All | Deselect All

Group Actions

- Recruiting Actions >
- Applicant Actions >
- Schedule Interview

- Mark Reviewed
- Manage Interviews
- Create Interview Evaluation
- Reject Applicant
- Route Applicant**
- Withdraw Application
- Edit Application Details

[Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create](#) | [Refresh](#) | [Help](#)

The Route Applicant action is also available as a group action.

**Select applicants and then select Group Actions – Recruiting Actions – Route Applicants.**

## Route Applicant

Use the Route Applicant page to route an applicant to a recipient who is expected to provide a recommendation regarding the next step in the recruiting process.

**Route Applicant**

Submit | Return

**Applicants to Route**

Applicant ID	Name	Job Opening	
40363	Janet Good	Administrative Sec.	
40384	Peter Ordell	Administrative Sec.	
40391	Ben Linus	Administrative Sec.	
40426	Rosalind Nyland	Administrative Sec.	
40430	Randall Wald	Administrative Sec.	

**Routing Details**

\*Routing Status: 010 Route Reason: Peer Review Requested

**Recipients**

*Routing Date	*Name	Assignment	Response Due Date	
02/06/2020	Krissy Kilwein	Manager	02/12/2020	

Add Recipient Add Hiring Team

**Notification**

Comments: Please review and respond with how you would like to proceed.

☒ Consolidate all applicants in one email

☒ Include Attachments

☒ Notify me when a Recipient responds

Submit | Return

Top of Page

**Applicants to Route:** This grid lists the names and IDs of the applicants that you are routing, along with the job openings for which they are being considered.

**Routing Status:** When initiating a routing request, choose a routing status that indicates that the routing has been sent and is in progress. As delivered, the default status in this area is 010 Route. The other values for this field are used to indicate the next step to take for the applicant. You will select one of these values after gathering responses from routing recipients. The delivered options include 020 Invite for Interview, 100 Hold, 110 Reject, 120 Withdrawn, and 130 Withdrawn Application.

**Reason:** Optionally select a reason for assigning the selected routing status.

**Recipients:** Use the Recipients grid to identify the people whose feedback you are requesting. If the routing request is for a single job opening, the primary hiring manager is the default recipient unless the hiring manager is the person sending the routing request.

**Routing Date:** Displays the date that the routing was sent to this recipient. The default value is the current date.

**Name:** Enter the name of the person to whom you are routing the applicant.

**Assignment:** If the routing request is for a single job opening, this field displays the recipient's association to the job opening. Approver/Reviewer, Interviewer, Interested Party, Manager, Originator, Recruiter, or Screening Team.

**Response Due Date:** Enter a date by which the recipient should respond with a recommendation regarding the applicant.

**Add Recipient:** Click to add another recipient to the routing.

**Add Hiring Team:** This button is visible only if the routing request is for a single job opening. Click the button to add all of the hiring team members as routing recipients.

**Comments:** Enter comments to be included in the routing request email notification.

**Consolidate all applicants in one email:** This check box is visible only if the routing includes multiple applicants. Select this check box to send a single email to each recipient. That email will list all of the applicants who are being routed. If the check box is not selected, the recipient receives a separate email notification for each applicant in the routing.

**Include Attachments:** Click to access the Include Attachments Page, where you choose which applicant attachments types to associated with the routing. Associated attachments are always visible on the self-service routing response page, and you can optionally attach them to the notification email as well. By default, resumes and cover letters are included with the routing, but other attachment types are not.

**Preview Notification:** Click to access the Preview Notification Page page, where you can preview the email notification that will be sent to the recipient. You can also modify the default notification subject on the Preview Notification page.


**Notify me when a Recipient responds:** Select this check box if you want to receive notifications when recipients submit their responses using the self-service routing response page.

**Click on the Include Attachments button to select attachments.**

## Include Attachments

### Include Attachments

[Help](#)

**Attachments** 

Select	Attachment Type
<input checked="" type="checkbox"/>	Resume attachments
<input type="checkbox"/>	Reference Attachments
<input type="checkbox"/>	Transcript Attachments
<input checked="" type="checkbox"/>	Cover Letters
<input type="checkbox"/>	OIF
<input type="checkbox"/>	Other
<input type="checkbox"/>	DD Form 214
<input type="checkbox"/>	Disabled Vets Letter
<input type="checkbox"/>	NGB 22
<input type="checkbox"/>	Marriage Certificate
<input type="checkbox"/>	Vets Death Certificate

☒ Send via Email

**Attachments:** Select the types of attachments to include in the routing.

**Send via Email:** Select this check box to include the selected attachments in the email notifications that the routing process sends. The self-service Routing Response page always provides recipients with access to the selected attachments, regardless of whether you also include the attachments in the email notification.

**Click on the Preview Notification button to view the notification that will be sent.**

## Preview Notification

### Recipient(s)

To Krissy Kilwein



### Message

\*Subject Applicants that need your review

#### Message

Dear Krissy Kilwein,

You have been asked to review the following applicants as potential candidates for the respective job openings. Your response is due by Wednesday, February 12, 2020.

[Janet Good](#)

JOID:2921701- Administrative Sec

[Peter Ordell](#)

JOID:2921701- Administrative Sec

[Ben Linus](#)

JOID:2921701- Administrative Sec

[Rosalind Nyland](#)

JOID:2921701- Administrative Sec

[Randall Wald](#)

JOID:2921701- Administrative Sec

#### Comments:

Please review and respond with how you would like to proceed.

Please access the following page to view applicant attachments and to provide response whether to invite the applicants for interview.

[Route Response](#)

Regards,  
Connie Klein

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

### Attachments ?

Original File Name	New File Name
<a href="#">Sample_Resume.docx</a>	Rosalind_Nyland_Resumes_2921701.docx



## Routing Status

**Job Opening ID** 2921701

**Job Posting Title** Administrative Sec

**Job Code** 521001 (Administrative Sec)

**Position Number** 00022951 (Administrative Sec)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

All (7)

Applied (0)

Reviewed (0)

Screen (0)

Route (5)

Interview (1)

Applicants ?

Q

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition ^	Application	R
<input type="checkbox"/>	<a href="#">test testt</a>		40416	External	Interview		
<input type="checkbox"/>	<a href="#">Sonia Petrillo</a>		40428	External	Reject		
<input type="checkbox"/>	<a href="#">Janet Good</a>		40363	External	Route		
<input type="checkbox"/>	<a href="#">Randall Wald</a>		40430	Employee	Route		
<input type="checkbox"/>	<a href="#">Peter Ordell</a>		40384	External	Route		
<input type="checkbox"/>	<a href="#">Rosalind Nyland</a>		40426	External	Route		
<input type="checkbox"/>	<a href="#">Ben Linus</a>		40391	External	Route		

When routing has been initiated, the applicant Disposition status will update to Route.

# Routing Responses

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)

**Status** 010 Open  
**Business Unit** DSU01 (Dickinson State University)  
**Department** 2110 (Literature and Language)  
**Job Family** 5210 (Academic Assistant)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (7) | Applied (0) | Reviewed (0) | Screen (0) | Route (5) | Interview (1) | Offer (0) | Hire (0)

Applicants ?

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition ^	Application	Resume	Mark Reviewed	Route
<input type="checkbox"/>	test testt		40416	External	Interview				
<input type="checkbox"/>	Sonia Petrillo		40428	External	Reject				
<input type="checkbox"/>	Janet Good		40363	External	Route				
<input type="checkbox"/>	Randall Wald		40430	Employee	Route				
<input type="checkbox"/>	Peter Ordel		40384	External	Route				
<input type="checkbox"/>	Rosalind Nyland		40426	External	Route				
<input type="checkbox"/>	Ben Linus		40391	External	Route				

Manage Routing Responses by clicking on the Route action icon to return to the Manage Routing page for an applicant.

## Manage Routing

Use the Manage Routings page to review and manage existing routings, including sending reminder notifications to routing recipients.

Save | [Return](#)

**Applicant Name** Rosalind Nyland  
**Applicant ID** 40426  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)

**Job Opening ID** 2921701  
**Job Opening Status** 010 Open  
**Business Unit** DSU01 (Dickinson State University)  
**Position Number** 00022951 (Administrative Sec)

Routing Summary ?

Select	Status Date	Route Status	Responses Received	Responses Remaining
<input checked="" type="checkbox"/>	02/06/2020	010 Route	1	0

Routing Details ?

\*Route Status 010 Route  
Reason Peer Review Requested

[Edit Routing](#)  
[Send Reminder](#)

Recipients ?

Route Date	Name	Assignment	Response Due Date	Response	Response Date	Comments
02/06/2020	Krissy Kilwein	Manager	02/12/2020	020 Invite for Interview	02/08/2020	

Add New Routing

**Routing Summary:** This grid lists all of the applicant's routings for the specified job opening.

**Select:** Select the routing to be displayed in the Routing Details section of the page.

**Status Date:** Displays the date that the overall Route Status was last updated.

**Route Status:** Displays the current overall Route Status.

**Responses Received:** Displays the number of recipients who have supplied a response.

**Responses Remaining:** Displays the number of recipients who have not supplied a response.



**Edit:** Click to access the Edit Routing page to make changes to the routing.

**Route Status:** Displays an overall status of the routing. The delivered default status for a new routing is *Routed*, indicating that a request for feedback has been sent. When all responses have been received, update this status to indicate the next step for the applicant.

**Reason:** Displays the reason for the current routing status.

**Edit Routing:** Click to access the Edit Routing page to make changes to the routing.

**Send Reminder:** Click to send a notification to the recipients who have not yet supplied a response. The system sends the notification immediately (regardless of the response due date). This link is disabled if all recipients have supplied responses.

**Recipients:** This grid displays summary information about the routing recipients, including their responses. To access any response comments, click the Comments icon. Information in this grid is read-only. To enter response information on behalf of a recipient, or otherwise modify recipient information, click either the Edit Routing link (in the Routing Details section) or the Edit icon (in the Routing Summary grid).

**Add New Routing:** Click to add an additional routing for the same applicants that are listed in the current routing. If you simply want to add new recipients to an in-progress routing, you can add the recipients to the existing routing instead. However creating a new routing is appropriate if the previous routing is finalized, or if you want to enter different comment text for the new recipients.

**Response:** This field shows the recommendation from the routing recipient. If the recipient has not submitted a response, you can enter a response on the applicant's behalf. The response remains editable unless the applicant subsequently saves the response (changed or unchanged) on the self-service Routing Response page.

**Response Date:** Displays the date that the response was supplied.



**Comments:** Click to access the Routing Response Comments Page. The icon appearance changes if comments are present. When there are no comments, the icon is a solid color. When comments exist, the icon has dots representing text on a page.

## INTERVIEW SCHEDULING

Interview Scheduling provides a tool for Recruiters and Applicants to manage the scheduling of interviews, and for Recruiters to manage Interview Evaluations.

Recruiters can:

- Identify Interviewers.
- Create Interview Series', which are sets of Interview Sessions.
- Create individual Interview Sessions.
- Identify Applicants to Invite to select from the available Interview Sessions.
- Manually Assign an Applicant to and Interview Session.
- View and manage scheduled interviews.
- Manage Interview Evaluations

Applicants can:

- Select from available Interview Sessions.
- Notify the Recruiter is they are not available for the available Interview Sessions.
- View their scheduled interviews.

## Job Opening – Hiring Team

**Assignments ?**

**Recruiters ?**

*Name	Recruiter ID	Primary	
Connie Klein	0319599	<input checked="" type="checkbox"/>	

**Hiring Managers ?**

*Name	Manager ID	Primary	
Krissy Kilwein	0418110	<input checked="" type="checkbox"/>	

**Interviewers ?**

*Name	Interviewer ID	
Krissy Kilwein	0418110	
Jennifer Zier	0645825	

On the Job Opening – Hiring Team page, identify the Interviewers who will be responsible for interviewing the applicants.

**Interviewers:** Use this group box to identify interviewers for this job opening. The system uses this list of interviewers to provide default interviewers when you set up an interview schedule for this job opening.

## Schedule Interview

Begin the Schedule Interview process from the Manage Job Opening page by selecting applicants and using the Group Action – Schedule Interview option.

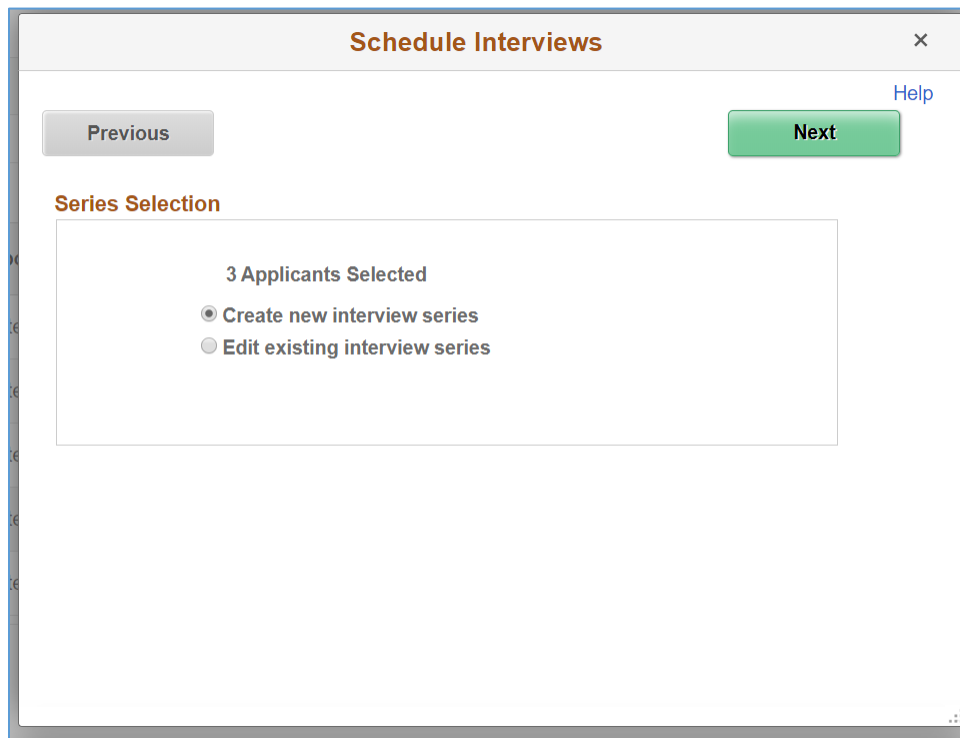
The screenshot displays the Manage Job Opening page for Job Opening ID 2921701. The page includes a header with job details and a navigation bar with tabs: Applicants, Applicant Search, Applicant Screening, Activity & Attachments, and Details. Below the navigation bar is a summary bar showing counts for various stages: All (7), Applied (0), Reviewed (0), Screen (0), Route (5), Interview (1), Offer (0), Hire (0), and Hold (0). The main section is the Applicants grid, which lists five applicants: Janet Good, Randall Wald, Peter Ordal, Rosalind Nyland, and Ben Linus. A red box highlights the 'Select' column, and a red arrow points to the 'Interview' column. Below the grid, there are buttons for 'Select All' and 'Deselect All'. A context menu is open, showing 'Recruiting Actions', 'Applicant Actions', and 'Schedule Interview', with a red arrow pointing to the 'Schedule Interview' option. The footer contains a navigation bar with links: Recruiting Home, Search Job Openings, Next, Create New, Clone, Refresh, Add Note, Interviews, No Category, and Print Job Opening.

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview
<input type="checkbox"/>	Janet Good		40363	External	Route					
<input checked="" type="checkbox"/>	Randall Wald		40430	Employee	Route					
<input checked="" type="checkbox"/>	Peter Ordal		40384	External	Route					
<input checked="" type="checkbox"/>	Rosalind Nyland		40426	External	Route					
<input type="checkbox"/>	Ben Linus		40391	External	Route					

The Schedule Interview option takes you to the Create Series & Session page. If you select applicants, they will be included in the Unscheduled Applicants grid on the Sessions page. If you do not select applicants at the start of the process, you can add them later.

The Manage Job Openings grid also includes the Interview action icon. From this icon, you can bypass the Schedule Interview process and manually schedule an interview for the applicant. Once an interview has been scheduled using any method, this page will display the scheduled interview details, and allow for managing Interview Evaluations.

## Create Series & Sessions



The screenshot shows a window titled "Schedule Interviews" with a close button (X) in the top right corner. Below the title bar, there are two buttons: "Previous" on the left and "Next" on the right. A "Help" link is located to the right of the "Next" button. The main content area is titled "Series Selection" and contains a box with the text "3 Applicants Selected". Below this text are two radio button options: "Create new interview series" (which is selected) and "Edit existing interview series".

**Create new interview series:** Use this option to begin creating a new series of sessions for this job opening.

**Edit existing interview series:** Use this option to view and continue working with an existing series of sessions. When you select this option, a field will appear allowing you to select which existing series you want to view.

**Click on the Next button to move to the New Series Details page.**

## New Series

Schedule Interviews

×

Help

Previous

Next

New Series

How would you like to refer to this interview series?

Job ID:2921701 – Administrative Sec Srs 1|

Where will these interviews be held?  
This location can be overridden on the sessions.

1003 Green Building

When do sessions become unavailable?

2 Days Prior To Start

**How would you like to refer to this interview series?:** The system defaults in the Job ID and Job Posting title. You can change this information or add identifying details.

**Where will these interviews be held?:** Select a venue code. The venues are set up on the Interview Facilities table. The venue will default in to the Interview Session details. You can override the venue code in the sessions details.

**When do sessions become unavailable?:** Select a value for when the invitation to select a session becomes unavailable to the applicant. Typically, you would want to prevent the applicant from selecting an interview session a few days before the day it is scheduled.

**Click on the Next button to move to the Sessions page.**

## Sessions

Schedule Interviews

Previous

Next

Help

Sessions

Unscheduled Applicants

1-3 of 3

View All

	Applicant	Invite	Assign to Session	
1	Peter Ordell	Invite	Assign to Session	—
2	Rosalind Nyland	Invite	Assign to Session	—
3	Randall Wald	Invite	Assign to Session	—

Add to Unscheduled Applicants

Invite All

Session

1-1 of 1

	Interview Date	Interview Start Time	Interview End Time	Venue	Display Name
●					

Add New Session

Delete Session

Edit Session

On the Sessions page, manage the selected applicants, and manage sessions.

The Unscheduled Applicants grid displays the applicants that were selected from the Manage Job Openings page at the beginning of the process. Until sessions are created, the Invite and Assign to Session links are inactive.

**Invite:** Click on the Invite link to send an Invitation to Select Session notification to the applicant. Until sessions are created, the Invite and Assign to Session links are inactive.

**Assign to Session:** Click on the Assign to Session link to select a specific interview session to manually assign the applicant to. Until sessions are created, the Invite and Assign to Session links are inactive.



**Add to Unscheduled Applicants:** Click on this button to select additional applicants that were not already included.

**Invite All:** Click on this button to send an Invitation to Select Session notification to the all applicants. Until sessions are created, the Invite and Assign to Session links are inactive.

The Sessions grid displays sessions that have been created, along with any applicants who have selected the session.

**Interview Date:** Displays the date for the interview session.

**Interview Start Time / End Time:** Displays the start time and end time for the interview session.

**Venue:** Displays the venue description for the selected interview facility.

**Display Name:** Displays the name of the applicant who has selected the session or who has been manually assigned to the session.

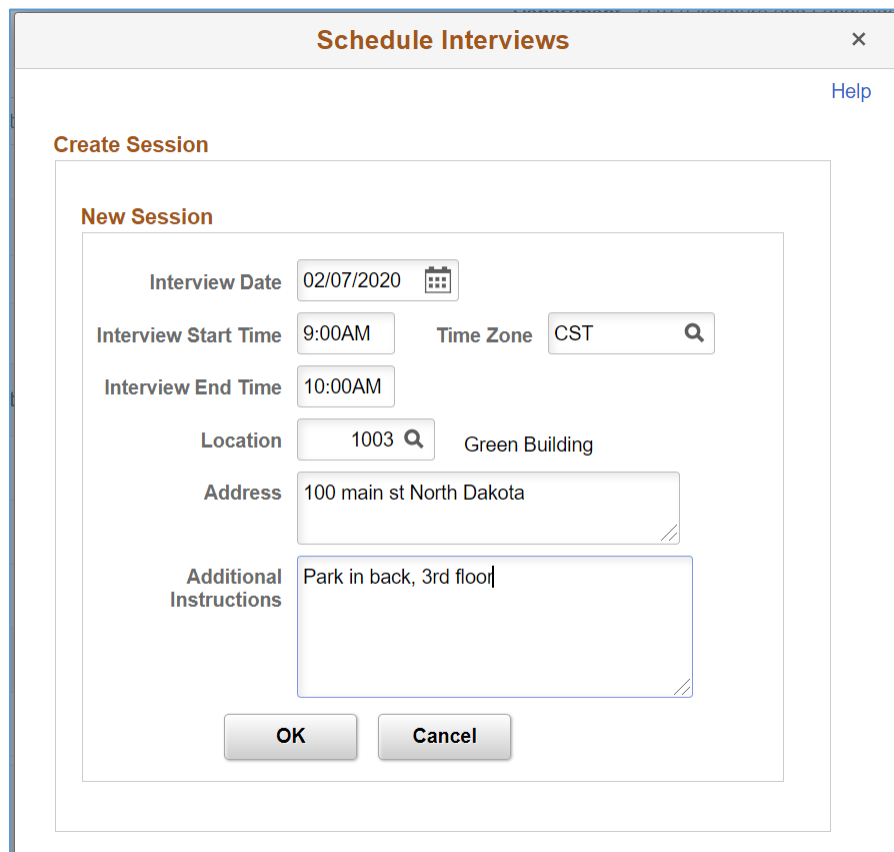
**Add New Session:** Click on this button to open the Create Session window and enter session details.

**Delete Session:** Click on this button to delete a session. If a session has been selected or assigned, you will not be able to delete it. Deleting a session will remove it from the available sessions that an applicant sees.

**Edit Session:** Click on this button to edit the session details for an existing session.

Click on the Add New Session button to open the Create Session page.

## Create Session



The screenshot shows a web application window titled "Schedule Interviews" with a close button (X) in the top right corner. A "Help" link is located in the top right area of the window. The main content area is titled "Create Session" and contains a "New Session" form. The form fields are as follows:

- Interview Date:** A date picker showing "02/07/2020".
- Interview Start Time:** A time picker showing "9:00AM".
- Time Zone:** A dropdown menu showing "CST" with a search icon.
- Interview End Time:** A time picker showing "10:00AM".
- Location:** A text input field with "1003" and a search icon, followed by the text "Green Building".
- Address:** A text input field containing "100 main st North Dakota".
- Additional Instructions:** A text area containing "Park in back, 3rd floor".

At the bottom of the form are two buttons: "OK" and "Cancel".

**Interview Date:** Enter the date of the interview.

**Interview Start Time / End Time / Time Zone:** Enter the start time, end time, and time zone of the interview.

**Location:** The venue selected on the series setup defaults in. You can select a different venue code.

**Address:** The address associated with the venue will populate this field. You can override the information.

**Additional Instructions:** Enter any additional information that you want to communicate to the applicant about locating the interview, or materials they should bring.

**Click on the OK button to return to the Sessions page.**

## Invite Applicants

Schedule Interviews

Previous

Next

Sessions

Unscheduled Applicants

1-3 of 3

View All

	Applicant	Invite	Assign to Session	
1	Peter Ordel	<a href="#">Invite</a>	<a href="#">Assign to Session</a>	<div>—</div>
2	Rosalind Nyland	<a href="#">Invite</a>	<a href="#">Assign to Session</a>	<div>—</div>
3	Randall Wald	<a href="#">Invite</a>	<a href="#">Assign to Session</a>	<div>—</div>

Add to Unscheduled Applicants

Invite All

Session

1-4 of 4

	Interview Date	Interview Start Time	Interview End Time	Venue	Display Name
<input checked="" type="radio"/>	02/07/2020	9:00AM	10:00AM	Green Building	
<input type="radio"/>	02/07/2020	10:00AM	11:00AM	Green Building	
<input type="radio"/>	02/07/2020	11:00AM	12:00PM	Green Building	
<input type="radio"/>	02/07/2020	1:00PM	2:00PM	Green Building	

Add New Session

Delete Session

Edit Session

Once you have created a sufficient number of sessions for the series, you can invite the applicants to select a session. Typically, the recommendation is to create a greater number of sessions than applicants. This gives all applicants multiple session options to choose from.

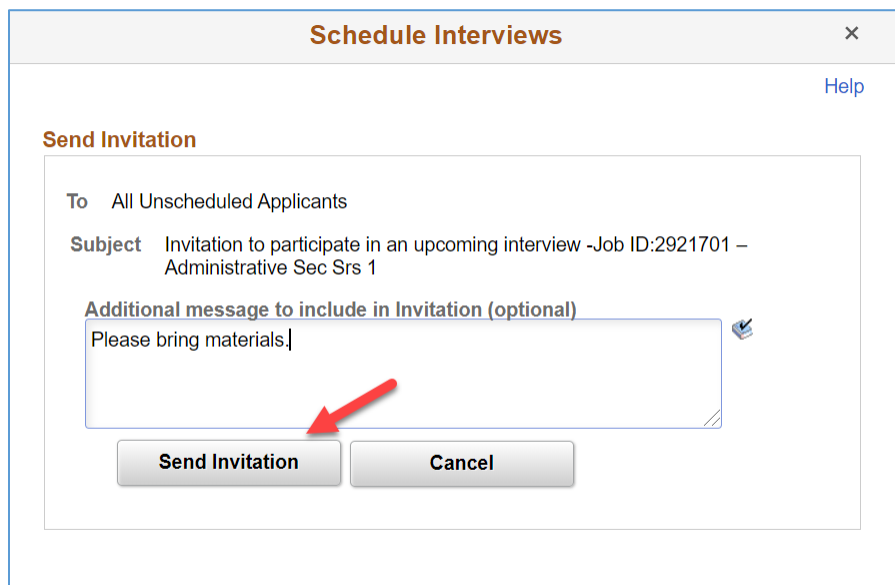
**Invite All:** Click on this button to send an Invitation to Select Session notification to the all applicants. Until sessions are created, the Invite and Assign to Session links are inactive.

NDUS CTS

95 | Page

Click on the Invite All button.

The Send Invitation window appears.



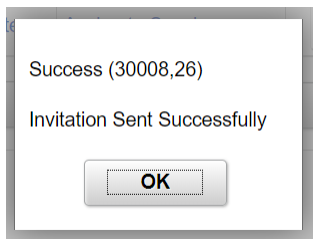
**To:** If an individual applicant is invited, their name will appear. If multiple applicants are invited, “All Unscheduled Applicants” will display.

**Subject:** The subject of the email that the invited applicants will receive is the text “Invitation to participate in an upcoming interview – Job ID xxxxx – (Series title)”

**Additional message to include in invitation:** Enter any additional information that you want to communicate to the applicants in the invitation email.

Click on the Send Invitation button to send the email notification to the applicants.

This message will appear.



A notification will also appear for the applicant in Candidate Gateway where they can select a session.

**Schedule Interviews**

Previous
Next

**Sessions**

**Unscheduled Applicants**

📅 🔍

1-3 of 3

View All

	Applicant	Re-Invite	Assign to Session	
1	Peter Ordel	<a href="#">Re-Invite</a>	<a href="#">Assign to Session</a>	—
2	Rosalind Nyland	<a href="#">Re-Invite</a>	<a href="#">Assign to Session</a>	—
3	Randall Wald	<a href="#">Re-Invite</a>	<a href="#">Assign to Session</a>	—

Add to Unscheduled Applicants
Invite All

**Session**

📅 🔍

1-4 of 4

	Interview Date	Interview Start Time	Interview End Time	Venue	Display Name
<input checked="" type="radio"/>	02/07/2020	9:00AM	10:00AM	Green Building	
<input type="radio"/>	02/07/2020	10:00AM	11:00AM	Green Building	
<input type="radio"/>	02/07/2020	11:00AM	12:00PM	Green Building	
<input type="radio"/>	02/07/2020	1:00PM	2:00PM	Green Building	

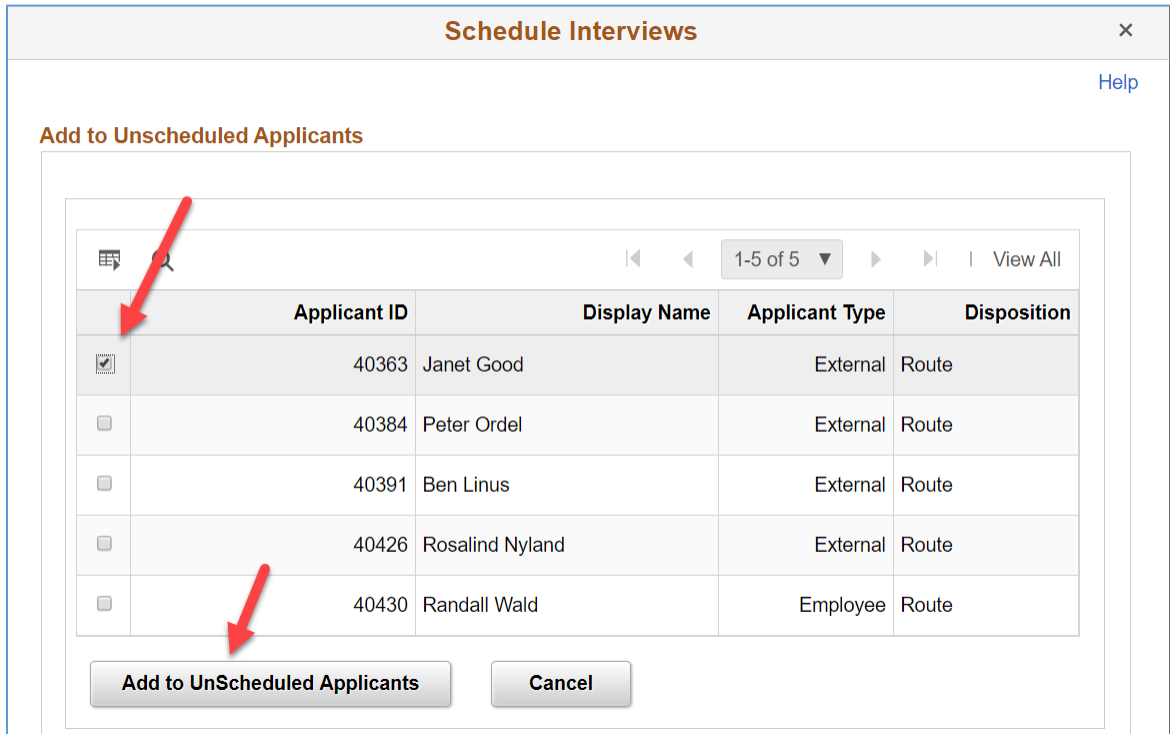
Add New Session
Delete Session
Edit Session

Once an applicant has been invited the link in the Unscheduled Applicants grid will update to “Re-Invite”. Using this link you can send an additional invitation to the applicant.

## Add to UnScheduled Applicants

From the Sessions page, click on the Add to Unscheduled Applicants button to select additional applicants that were not already included.

The Add to Unscheduled Applicants page will appear listing applicants who are not already scheduled.



**Schedule Interviews** ×

[Help](#)

**Add to UnScheduled Applicants**

	Applicant ID	Display Name	Applicant Type	Disposition
<input checked="" type="checkbox"/>	40363	Janet Good	External	Route
<input type="checkbox"/>	40384	Peter Ordel	External	Route
<input type="checkbox"/>	40391	Ben Linus	External	Route
<input type="checkbox"/>	40426	Rosalind Nyland	External	Route
<input type="checkbox"/>	40430	Randall Wald	Employee	Route

**Add to UnScheduled Applicants** **Cancel**

Select applicants and click the Add to UnScheduled Applicants button. The applicants will be added to the Unscheduled Applicants grid on the Sessions page.

## Assign to Session

Schedule Interviews

PreviousNextHelp

Sessions

Unscheduled Applicants

1-1 of 1

View All

	Applicant	Invite	Assign to Session	
1	Janet Good	<a href="#">Invite</a>	<a href="#">Assign to Session</a>	<div></div>

Add to Unscheduled Applicants

Invite All

Session

1-5 of 5

	Interview Date	Interview Start Time	Interview End Time	Venue	Display Name
<input checked="" type="radio"/>	02/07/2020	9:00AM	10:00AM	Green Building	
<input type="radio"/>	02/07/2020	10:00AM	11:00AM	Green Building	

You can manually assign an applicant to an open interview session.

**Assign to Session:** Click on the Assign to Session link to select a specific interview session to manually assign the applicant to. Until sessions are created, the Invite and Assign to Session links are inactive.

**For an applicant, click on the Assign to Session link.**

The Assign Applicant window appears.

**Schedule Interviews** [X]

[Help](#)

**Assign Applicant**

40363      68495

Assign Applicant Janet Good

To Session 02/07/2020-14:00:00 at Green Building ▼

Additional message to include in notification (optional)

Please bring materials

**Assign To Session** **Cancel**

**Assign Applicant:** Displays the selected applicant's name.

**To Session:** Select the interview session to assign the applicant to.

**Additional message to include in notification:** Enter any additional information that you want to communicate to the applicants in the notification email.

**Click on the Assign to Session button to send the email notification to the applicants.**

This message will appear.

Success (30008,23)

Successfully created the Interview Schedule!

**OK**



**Session**

1-5 of 5

	Interview Date	Interview Start Time	Interview End Time	Venue	Display Name
<input checked="" type="radio"/>	02/07/2020	9:00AM	10:00AM	Green Building	
<input type="radio"/>	02/07/2020	10:00AM	11:00AM	Green Building	
<input type="radio"/>	02/07/2020	11:00AM	12:00PM	Green Building	
<input type="radio"/>	02/07/2020	1:00PM	2:00PM	Green Building	
<input type="radio"/>	02/07/2020	2:00PM	3:00PM	Green Building	Good, Janet

Add New Session

Delete Session

Edit Session

Once an applicant has selected an interview session through Candidate Gateway, or has been assigned to an interview session manually, their name will appear in the Display Name column for the session on the Sessions page.

In addition, the applicant's disposition status will be updated to Interview, and scheduled interview record will be created. The applicant will receive a notification confirming their scheduled interview, and a notification will appear for the applicant in Candidate Gateway.

The designated interviewers will also be notified of the interview session, and their Interview Calendar page will display the interview. From the Interview Calendar page they can view the applicant, view the scheduled interview, and view the Job Opening.

The designated interviewers will see a pending row on their Interview Evaluations page.

## Manage Scheduled Interview

The Manage Job Openings grid includes the Interview action icon. From this icon, you can bypass the Schedule Interview process and manually schedule an interview for the applicant. Once an interview has been scheduled using any method, this page will display the scheduled interview details, and allow for managing Interview Evaluations.

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)

**Status** 010 Open  
**Business Unit** DSU01 (Dickinson State University)  
**Department** 2110 (Literature and Language)  
**Job Family** 5210 (Academic Assistant)

**Applicants** Applicant Search Applicant Screening Activity & Attachments Details

All (7) Applied (0) Reviewed (0) Screen (0) Route (4) Interview (2) Offer (0) Hire (0)

**Applicants** ⑦

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition <sup>4</sup>	Application	Resume	Mark Reviewed	Route	Interview
<input type="checkbox"/>	<a href="#">test testt</a>		40416	External	Interview					
<input type="checkbox"/>	<a href="#">Janet Good</a>		40363	External	Interview					
<input type="checkbox"/>	<a href="#">Sonia Petrillo</a>		40428	External	Reject					
<input type="checkbox"/>	<a href="#">Peter Orogl</a>		40384	External	Route					
<input type="checkbox"/>	<a href="#">Ben Linus</a>		40391	External	Route					
<input type="checkbox"/>	<a href="#">Rosalind Nyland</a>		40426	External	Route					
<input type="checkbox"/>	<a href="#">Randall Wald</a>		40430	Employee	Route					

Click on the Interview action icon to view a scheduled interview.

## Manage Interviews

Use the Manage Interview page to view and edit scheduled interviews; and to manage interview evaluations.

Save

Return

Personalize

Applicant Name Janet Good

Applicant ID 40363

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Job Opening ID 2921701

Job Opening Status 010 Open

Business Unit DSU01 (Dickinson State University)

Position Number 00022951 (Administrative Sec)

Interview Summary ?

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="radio"/>	02/07/2020	2:00PM	3:00PM	CST	100 main st North Dakota	<input checked="" type="checkbox"/>	Confirmed	005 Interview	

Interview Details ?

Date 02/07/2020

Start Time 2:00PM CST

End Time 3:00PM CST

Location 100 main st North Dakota

Submitted Yes

Status Confirmed

Edit Interview Schedule

Final Recommendation ?

Final Recommendation 005 Interview

Reason

Average Score 0

Interview Evaluations ?

Name	Interview Rating	Interview Type	Recommendation	Score	Action
Krissy Kiwein				0.000	Evaluate Applicant
Jennifer Zier				0.000	Evaluate Applicant

Create New Evaluation

**Interview Summary:** This grid lists all of the applicant's interviews for the specified job opening.

**Select:** Select the interview to be displayed in the Interview Details section of the page.

**Date:** Displays the interview date.

**Start Time, End Time, and Time Zone:** Displays the interview time in the time zone specified on the Interview Schedule page.

**Location:** Displays the interview location.

**Submitted:** Displays a check mark if the interview has been submitted. If the interview has been saved as a draft but has not been submitted, this field is blank.

**Final Recommendation:** Displays the final recommendation as entered in the Interview Details section of this page. This field is initially blank for unsubmitted interviews. As delivered, the default value for newly submitted interviews is 005 Interview.

**Interview Details:** This section shows detailed information about the interview selected in the summary grid. The summary information from the grid is repeated in the details section.

**Edit Interview Schedule:** Click to access the Interview Schedule Page, where you can review and edit complete information about the applicant's interviews for the specified job opening.

**Click on the Edit Interview Schedule link to open the Interview Schedule page.**

## Interview Schedule

The Interview Schedule page can be used to view an interview that was scheduled by the applicant selecting a session, or by the recruiter assigning a session to the applicant. When an interview is scheduled using one of these methods, the page is pre-populated with the interview schedule details.

As an alternative, the Interview Schedule page can be used to set up an interview manually.

### Interview Schedule page (1 of 2)

The page has collapsible sections for each applicant. Within the applicant sections, there are collapsible sections for each interview.

- If the page is accessed from the applicant's Interview icon or link, it will show interviews for an individual applicant.
- If the page was accessed from the Job Opening top button bar Interviews icon, it will show interviews for all applicants associated with the Job Opening.

The screenshot displays the 'Interview Schedule' page. At the top, there are buttons for 'Submit', 'Save as Draft', and 'Return'. Below these, job opening details are shown: Job Opening ID 2921701, Job Opening Status 010 Open, Submitted Yes, Business Unit DSU01 (Dickinson State University), Job Posting Title Administrative Sec, and Position Number 00022951 (Administrative Sec). The applicant section for Janet Good (1) shows Applicant ID 40363, Applicant Type External Applicant, and Preferred Contact Not Specified. The interview section for Interview 1 - 02-07-2020 2:00 PM To 3:00 PM CST shows fields for Date (02/07/2020), Start Time (2:00PM), End Time (3:00PM), Time Zone (CST), Interview Status (Confirmed), Interview Type, Applicant Response (None), and Initiator (Connie Klein). Below this is a table of interviewers with columns for Interviewer ID, Interviewer Name, Date, Start Time, End Time, Time Zone, Response, Comments, Availability, Notify, and a delete icon. Two interviewers are listed: Krissy Kluwe and Jennifer Zier. At the bottom, there is a section for Venue Information with fields for Venue (Green Building), Location (100 main at North Dakota), and Response, along with an 'Add/Edit Venue' button.

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify	
0418110	Krissy Kluwe	02/07/2020	2:00PM	3:00PM	CST	None				
0645825	Jennifer Zier	02/07/2020	2:00PM	3:00PM	CST	None				

**Date:** Enter the date on which the interview is to take place.

**Start Time, End Time, and Time Zone:** Enter the start and end times for the applicant's interview. This time applies to all interviewers. To schedule different interviewers at different times, create multiple interviews for the applicant.

**Interview Status:** Values in this status field represent the stages of the interview process. These are the possible statuses:

- Unconfirmed is the initial status for new and reinstated interviews.
- Scheduled indicates that the meeting invitation has been sent.

- **Confirmed** indicates that all participants have accepted the invitation.
- **Completed** indicates that the interview has occurred and all interview evaluations are done. The Interview Evaluation Reminder automated process changes the interview status to **Completed** when all interview evaluations are complete for an interview in the past. Users can also manually put interviews in **Completed** status.
- **Cancelled** indicates that the interview was cancelled. All interview data for a cancelled interview is read-only. Users can cancel interviews by updating the status directly (though the change does not take effect until the changes are submitted), or they can click the Cancel button that appears at the end of each interview section.

For a scheduled interview, this value will be **Confirmed**.

**Interview Type:** Select one of the interview types that your organization has defined.

**Applicant Response:** Users can manually set the appointment status to **Accepted**, **Declined**, **None** (no response), or **Tentative** (tentatively accepted). For a scheduled interview, this value will be **None**.



**Applicant Comments:** Click to access the Interview Schedule Comments page where you can enter applicant-specific comments. These comments appear on the interview details page that the applicant sees in Candidate Gateway.



**Applicant Availability:** Click to access the Interview Schedule page, which displays all interview dates and times for the applicant for any scheduled interviews.

**Initiator:** Displays the name of the user who originally created the interview.

**Notify Applicant:** By default, this check box is initially deselected. Select this check box to have an email notification sent to the applicant when the interview is submitted. If the applicant is a registered user of Candidate Gateway, the system also creates a Candidate Gateway notification.

**Notify Interview Team:** Select this check box to make the system select all of the Notify check boxes for individual interviewers. This check box is simply a data entry shortcut: the system does not use this setting to determine who should receive a notification. If you select the Notify Interview Team check box and then deselect the Notify check box for an individual interviewer, the Notify Interview Team check box remains selected, but the system does not send a notification the deselected interviewer.

**Interviewers:** Use the Interviewers grid to identify the interviewers who will participate in the interview. This grid is populated with the interviewers from the job opening hiring team.

**Interviewer ID and Interviewer Name:** Identify interviewers by entering their employee IDs; the system then displays the interviewers' name.

**Date, Start Time, End Time, and Time Zone:** These fields display the date and time for the interview in the interviewer's own time zone.

**Response:** Set the appointment status to **Accepted**, **Declined**, **None** (no response), or **Tentative** (tentatively accepted). For a scheduled interview, this value will be **None**.



**Comments (interviewer comments):** Click to access the Interview Schedule Comments page and enter interviewer-specific comments. If interviewer-specific comments exist, the interviewer sees a comments icon alongside the interview on the Interview Calendar page.



**Availability (interviewer availability):** Click the icon to access the Interview Schedule page, which displays all interview dates and times for the interviewer for any scheduled interviews.

**Notify:** Select this check box to have an email notification sent to an individual interviewer when the interview is submitted, resubmitted, or cancelled. The system uses the email addresses from the interviewers' Personal Data records.

**Add Interviewer:** Click this link to add another row to the Interview Schedule grid.

**Venue:** In the Venue field, select a physical location for the interview. For a scheduled interview, this value will be venue that was set up on the interview session.

<Venue Email Address>When you select a venue, its email address appears.

**Response:** This field will be blank.

**Location:** If there is location information in the venue definition, the system enters that location information here, replacing any existing location text. You can modify the location text, and any changes that you make are saved to the venue definition. You can also enter location text without selecting a venue.

**Add/Edit Venue:** Click to access the Interview Facilities Page, where you can modify venue details for the currently selected venue; or add a new venue.

## Interview Schedule page (2 of 2)

The screenshot displays the 'Interview Materials' section of the 'Interview Schedule page (2 of 2)'. It features two main panels: 'Notes' and 'Attachment'. Both panels show a message 'No [notes/attachments] have been added to this Interview.' and buttons for 'Add [Notes/Attachment]' and 'Load Job Opening [Notes/Attachment]'. Below these is a 'Preview/Edit Meeting Request' section with buttons for 'Interviewer Meeting Request' and 'Applicant Meeting Request'. To the right is a 'Letter' section with a dropdown for 'Letter', a 'Date Printed' field, a checkbox for 'Include in Consolidated Letter', and buttons for 'Generate Letter', 'Email Applicant', and 'Upload Letter'. At the bottom left is a 'Cancel Interview' button. At the bottom right is a 'Consolidated Interview Letter' section with an 'Add Interview' button.

**Notes:** Use the Notes grid to add notes related to the interview. You can also add attachments to individual notes. These notes are specific to the interview; they are not associated directly to either the job opening or the applicant. The notes are visible to an interviewer, or user who has access to the Job Opening.

**Attachments:** Use the Attachments grid to attach external documents, such as interview scripts, to the interview schedule. Click the Add Attachment link to add file attachments to the grid; the system prompts you to identify the file to be uploaded. When a file is uploaded, the default description is the file name. You can modify this description until you save or submit the interview, at which point it becomes read-only. The attachments are visible to an interviewer, or user who has access to the Job Opening.

**Load Job Opening Attachment and Load Job Opening Notes:** Click these links to copy selected attachments and notes from the job opening to the interview. Job opening attachments and notes appear on the Manage Job Opening Page: Activity & Attachments Tab. Job opening attachments and notes are associated with specific audiences (Private, Public, or Interview), and when you load job opening attachments or notes into the interview, the system copies only the notes and attachments where the audience is Interview.

**Interviewer Meeting Request and Applicant Meeting Request:** Click the appropriate link to review and optionally modify the text of notifications that the system sends to interviewers or applicants. For scheduled interviews, these notifications will have already been sent.

**Letter / Consolidated Interview Letter:** Individual scheduled interview letters, and consolidated interview letters (containing all scheduled interviews) can be generated by the system. Because the schedule interview process notifies the applicant and interviewers through email, there are no plans to use interview letters at this time.

**Add Interview:** Click this button, which appears once per applicant (at the bottom of the Interview Schedule page) to add an additional interview section for the applicant.

**View All Interviews:** Click to access the Interview List Page, which displays a read-only summary of the information on the Interview Schedule page.

# Interview Evaluations

After you have gathered feedback using interview evaluations, use the Final Recommendation field to enter a recommendation for the next step in the recruiting process. Until you make a final recommendation, the value in the Final Recommendation field is "Interview."

**Manage Interviews**

Save | Return Personalize

Applicant Name Janet Good  
Applicant ID 40363  
Job Posting Title Administrative Sec  
Job Code 521001 (Administrative Sec)

Job Opening ID 2021701  
Job Opening Status 010 Open  
Business Unit DSU01 (Dickinson State University)  
Position Number 00022951 (Administrative Sec)

**Interview Summary**

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
*	02/07/2020	2:00PM	3:00PM	CST	100 main st North Dakota	✓	Confirmed	005 Interview

**Interview Details**

Date 02/07/2020  
Start Time 2:00PM CST  
End Time 3:00PM CST  
Location 100 main st North Dakota  
Submitted Yes  
Status Confirmed

**Final Recommendation**

Final Recommendation 005 Interview  
Reason  
Average Score 17

**Interview Evaluations**

Name	Interview Rating	Interview Type	Recommendation	Score	Action
Krissey Kilwein	Above Average	Campus	020 Make Offer	16.000	<a href="#">View Evaluation</a>
Jennifer Zier	Above Average	Campus	020 Make Offer	18.000	<a href="#">View Evaluation</a>

Create New Evaluation

**Final Recommendation:** This field is initially blank for unsubmitted interviews. When the interview is submitted, the default status of 005 Interview is applied. When entering a final recommendation for a completed interview, choose a status that indicates the recommended next step in the recruiting process. Delivered options include 020 Make Offer, 100 Hold, 110 Reject, 120 Withdrawn, and 130 Withdrawn Application. Saving changes to this field may trigger additional changes to the applicant's disposition, depending on status change effects configuration.

**Reason:** Optionally, select a reason for assigning the selected final recommendation, if available.

**Average Score:** Displays the average score from all submitted interview evaluations for this interview. Unsubmitted evaluations do not affect this calculation.

**Interview Evaluations:** After an interview's date and time have passed, the system automatically adds all scheduled interviewers to this grid.

**Name:** Displays the name of the evaluator.

**Interview Rating:** Displays the overall rating given by the evaluator.

**Interview Type:** Displays the interview type as entered on the Interview Evaluation page.

**Recommendation:** Displays the evaluator's recommendation. The values are the same as those available for the Final Recommendation field.



**Score:** Displays the total score for the evaluation. This is the sum of the scores for each evaluation category.

**Action:** Displays text that indicates the status of the evaluation. When appropriate, the Action column text is a link that the user clicks to access the Interview Evaluation page. Values in this column include:

- **Evaluate Applicant:** This appears when the evaluation has not yet been started.  
This is an active link only for an evaluator's own evaluation. Clicking the link displays the Interview Evaluation page, where the evaluator can begin the evaluation.
- **Complete Evaluation:** This appears when the evaluation has been saved, but not yet submitted.  
This is an active link only for an evaluator's own evaluation. Clicking the link displays the Interview Evaluation page, where the evaluator can continue to work on the evaluation.
- **View Evaluation:** This appears when the evaluation has been submitted.  
This link is active regardless of who created the evaluation. Clicking the link displays the Interview Evaluation page in read-only mode.
- **Edit Evaluation:** Administrators see this instead of View Evaluation.  
Clicking this link displays the Interview Evaluation page, but in this mode, the Save and Submit Evaluation buttons are replaced by buttons that the administrator can use to edit, delete, or send back the completed evaluation.

**Create New Evaluation:** Click this link to access the Interview Evaluation page to create a new evaluation.

**Create New Interview Schedule:** Click to access the Interview Schedule page. The system adds a new blank interview section to the schedule when it opens the page.

**Click on the View Evaluation link to open the Interview Evaluation page.**

## Interview Evaluation

### Interview Details

#### Interview Evaluation

Applicant Name Janet Good

ID 40363

Job Opening ID 2921701

Job Administrative Sec

Submitted By krissy.kilwein

Date Submitted 02/08/20 10:20AM

#### Interview Evaluation Details

Interview Date 02/07/2020  
Interviewer Name Krissy Kilwein  
Evaluation Date 02/08/2020  
Interview Type Campus

#### Rate Applicant

Category	Interview Rating	Score	Comments
Communication Skills	Above Average	3	
Education/Training	Above Average	3	
Work Experience	Average	2	
Technical Skills	Above Average	3	
Professionalism	Average	2	
Additional Comments	Above Average	3	

#### Recommendation

Overall Rating Above Average  
Recommendation 020 Make Offer

Reason

#### General Comments

I would put her at the top of the list.



This page displays information about the applicant, the job opening, the interview, and the evaluator. It then shows the ratings for individual evaluation categories and the overall recommendation.

Comments for specific evaluation categories are not shown on this page. Instead, you can click the Comments icon for a category to see the comments.

## SEND CORRESPONDENCE

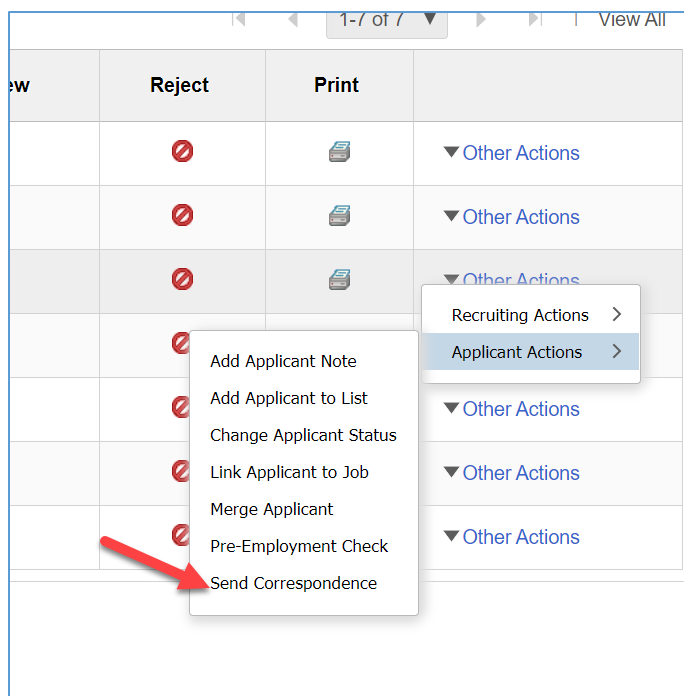
Throughout the recruiting process you have the ability to communicate with applicants through the Send Correspondence action.

Correspondences can be initiated in three different forms:

- **Email** - An email with message text that you manually enter.
- **Email with Letter Template** - An email with message text that the system generates based on a template that you select.
- **Letter** - A letter that the system generates based on a template that you select.

***Note:** When you send a correspondence, the system automatically creates an Applicant Note recording the correspondence.*

The Send Correspondence action can be used for a single applicant, or as a group action for multiple applicants.



Use the Other Action menu for a single applicant correspondence.

Select	Applicant Name	Vet Pref	Applicant ID	Type	Dispos
<input type="checkbox"/>	<a href="#">test testt</a>		40416	External	Intervie
<input checked="" type="checkbox"/>	<a href="#">Rosalind Nyland</a>		40426	External	Intervie
<input checked="" type="checkbox"/>	<a href="#">Janet Good</a>		40363	External	Intervie
<input type="checkbox"/>	<a href="#">Sonia Petrillo</a>		40428	External	Reject
<input type="checkbox"/>	<a href="#">Randall Wald</a>		40430	Employee	Route
<input type="checkbox"/>	<a href="#">Peter Ordel</a>		40384	External	Route
<input type="checkbox"/>	<a href="#">Ben Linus</a>		40391	External	Route

Select All      Deselect All

Group Actions

- Recruiting Actions >
- Applicant Actions >
  - Add Applicant to List
  - Change Applicant Status
  - Link Applicant to Job
  - Merge Applicant
  - Send Correspondence
- Schedule Interview

Return | Recruiting Home | Search Job Openings | Next

User the Group Action menu for generating correspondence to multiple selected applicants.

# Email







## Email

Use the Send Correspondence page to send ad hoc letters and emails to applicants. For free-form emails, use the Contact Method of Email.

**Send Correspondence**

The access setting affects who can see the applicant note that correspondence creates.  
Private correspondence can only be seen by the author.  
Public correspondence that is not associated with any job openings is visible to all users.  
Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

**Recipients**

  1-1 of 1     | [View All](#)

ID	Applicant Name	Job Opening
40363	Janet Good	2921701 - Administrative Sec

**Message Type and Method**


\*Contact Method 


Email ▼


Letter 

▼

**Recipient Information**

To Janet Good 

Cc connie.klein@dsu.edu  [Find](#)

Bcc  [Find](#)

☒ Include Interested Parties

**Sender Information**

From Connie Klein

**Instructional Text:** Instructional text at the top of the page explains how the combination of the transaction's job openings and its public/private setting affects which users can see the note.

**Recipients:** These fields identify the applicants to whom you are sending correspondence.

**Contact Method:** Select Email.

**Letter:** For a free-form created email, do not select a Letter template.

**To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable. If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: the applicants do not see each other's names in the To field of the email they receive.

**Cc, Bcc, and Find:** By default, the sender's preferred email address appears in the Cc field, and the Bcc field is empty. You can edit these fields directly to add or remove recipients, or you can look up recipients who are employees by clicking the Find link to access the Find Email Address page.

**Include Interested Parties:** Select this check box if you want the people listed as interested parties for the applicant to receive a copy of this email. An applicant's interested parties are listed on the Manage Applicant page: Interested Parties tab. The system sends the interested parties copies of the correspondence, but does not display their names or email addressed on this page.

**From:** If the Contact Method is `Email`, this field displays the sender's name.

**Message**

\*Subject Please provide transcripts

\*Access Public ▼

\*Message Hi Janet,  
Please email me a copy of your transcripts.

**Attachments**

No attachments have been added to this Correspondence

Add Attachment

Preview Send Cancel

**Subject:** Enter the email subject. This field is required for email correspondence (whether freeform or template-based).

**Access:** Select a value to indicate whether the note that is created is public or private.

- Select `Private` to limit access to the note's author.
- Select `Public` to allow other users to see the note.

Users can see public notes as long as they have access to one of the associated job openings.

**Message:** For freeform email, enter the text of the email message.

**Attachments:** Use this section to add attachments to and remove attachments from the email.

**Preview:** Click to preview the email.

**Send:** Click to send email correspondence, create the associated applicant note, and return to the page from which you invoked the Send Correspondence action.

**Cancel:** Click this button to return to the previous page without sending the correspondence.

**Click on the Preview button to preview the email correspondence.**

### *Send Correspondence Preview – Free-form Email*

**Send Correspondence Preview**

To Janet Good

Cc connie.klein@dsu.eduuxx

Bcc

From Connie Klein

Subject Please provide transcripts

**Message**

Dear Janet Good

Please email me a copy of your transcripts.

Thanks,  
Connie Klein

**Return**

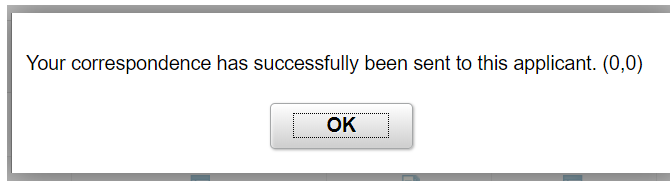
When you preview a free-form email, the message text appears on the Send Correspondence Preview page.

As delivered, this email message format places a salutation before your message text and a signature after your message text.

You can return to the Send Correspondence page without sending.

**Click on the Return button to return to the Send Correspondence page.**

**Click on the Send button to deliver the email correspondence.**



A message appears to let you know the email has been sent.

## Email with Letter Template

Use the Send Correspondence page to send ad hoc letters and emails to applicants. For emails with Letter Template, use the Contact Method of Email, along with a Letter template selection.



## Send Correspondence


The access setting affects who can see the applicant note that correspondence creates. Private correspondence can only be seen by the author. Public correspondence that is not associated with any job openings is visible to all users. Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

### Recipients


ID	Applicant Name	Job Opening
40363	Janet Good	2921701 - Administrative Sec


### Message Type and Method


\*Contact Method

Letter  

### Recipient Information

To  

Cc   Find

Bcc   Find

☒ Include Interested Parties

### Sender Information

From

### Message

\*Subject

\*Access

### Attachments

No attachments have been added to this Correspondence

**Contact Method:** Select Email.

**Letter:** Select a letter template to use. The letter templates that have been created use the Campus code in naming for ease of locating the correct template.

**To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable. If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: the applicants do not see each other's names in the To field of the email they receive.

**Cc, Bcc, and Find:** By default, the sender's preferred email address appears in the Cc field, and the Bcc field is empty. You can edit these fields directly to add or remove recipients, or you can look up recipients who are employees by clicking the Find link to access the Find Email Address page.

**Include Interested Parties:** Select this check box if you want the people listed as interested parties for the applicant to receive a copy of this email. An applicant's interested parties are listed on the Manage Applicant page: Interested Parties tab. The system sends the interested parties copies of the correspondence, but does not display their names or email addressed on this page.

**From:** If the Contact Method is `Email`, this field displays the sender's name.

**Subject:** Enter the email subject. This field is required for email correspondence (whether freeform or template-based).

**Access:** Select a value to indicate whether the note that is created is public or private.

- Select `Private` to limit access to the note's author.
- Select `Public` to allow other users to see the note.

Users can see public notes as long as they have access to one of the associated job openings.

**Attachments:** Use this section to add attachments to and remove attachments from the email.

**Preview:** Click to preview the email.

**Send:** Click to send email correspondence, create the associated applicant note, and return to the page from which you invoked the Send Correspondence action.

**Cancel:** Click this button to return to the previous page without sending the correspondence.

**Message**

\*Subject Extending Search

\*Access Public ▼

Dear Janet Good,

This letter is to inform you that the search committee has decided to extend the search for Administrative Sec at Dickinson State University. We estimate that review of applications will begin again in **MONTH**. The review will continue until the position is filled.

We will consider you an active candidate for the position unless you withdraw your application. We thank you for your patience and understand that it can be difficult to wait. If you have any questions, please do not hesitate to contact us. We will be happy to assist you.

Sincerely,

When you preview a template-based email, the message text appears directly on the Send Correspondence page. The message is generated by merging data from the applicants application into the pre-defined template fields.

**Click on the Send button to deliver the email correspondence.**

# Letter

Use the Send Correspondence page to send ad hoc letters and emails to applicants. For Letters, use the Contact Method of Letter, along with a Letter template selection.

**Send Correspondence**

The access setting affects who can see the applicant note that correspondence creates.  
Private correspondence can only be seen by the author.  
Public correspondence that is not associated with any job openings is visible to all users.  
Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

**Recipients**

Q

1-1 of 1

View All

ID	Applicant Name	Job Opening
40363	Janet Good	2921701 - Administrative Sec

**Message Type and Method**

\*Contact MethodLetter

\*LetterDSU01 Posn Closed NOT Filler

**Recipient Information**

ToJanet Good

**Message**

\*AccessPublic

Notes

Preview

Generate

Cancel

**Contact Method:** Select `Letter`.

**Letter:** Select a letter template to use. This field is required when you send a letter. The letter templates that have been created use the Campus code in naming for ease of locating the correct template.

**To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable. If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: template-based messages are generated separately for each recipient.

**Access:** Select a value to indicate whether the note that the transaction creates is public or private.

- Select **Private** to limit access to the note's author.
- Select **Public** to allow other users to see the note.

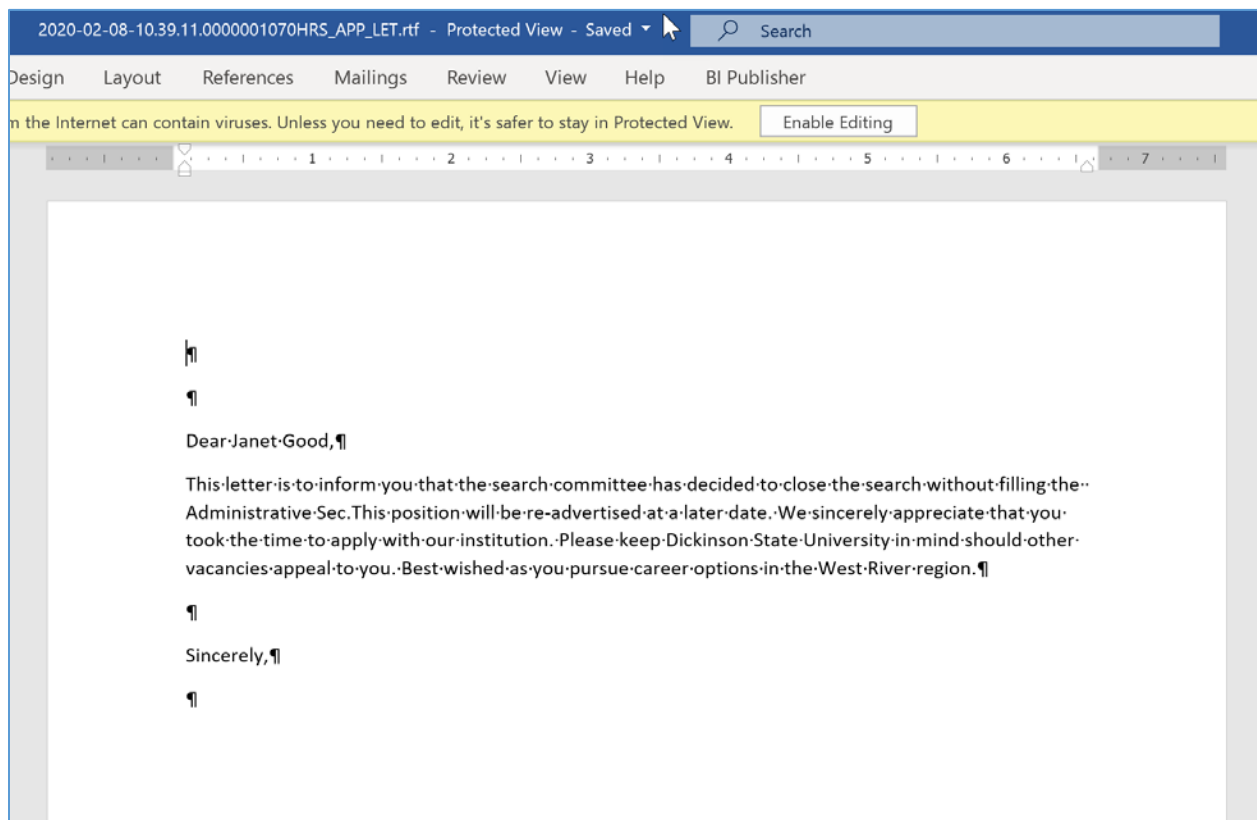
Users can see public notes as long as they have access to one of the associated job openings (or if there are no associated job openings).

**Notes:** Enter any comments that should be saved in the applicant note that the system creates when it generates the letter.

**Preview:** Click to preview the letter. When you preview a letter, the message text appears directly on the Send Correspondence page. If you are not satisfied with what you see, select a different letter to make changes.

**Generate:** Click to generate letter correspondence, create the associated applicant note, and return to the page from which you invoked the Send Correspondence action. Letters are generated in real-time a new browser window opens for each letter.

**Cancel:** Click this button to return to the previous page without sending the correspondence.



Letters are generated in real-time a new browser window opens for each letter. If multiple applicants were included, separate windows will appear for each applicant. The letter is generated by merging data from the applicant's application into the pre-defined template fields. From the letter window, you can save the letter locally, edit the letter, and print the letter for mailing.

## Applicant Notes - Correspondence

When you send email or generate a letter using the Send Correspondence action, the system records the transaction in an applicant note. You can view the note on the Manage Applicant Page: Notes Tab.

The screenshot displays the 'Notes' tab for an applicant named Janet Good. The interface includes a top header with applicant information, a navigation bar with tabs for Applicant Activity, Notes, Applicant Data, and Interested Parties, and a 'Notes Summary' table. Below the summary is a 'Note Details' section for a selected note, showing its subject, date, author, and associated job openings and attachments.

**Applicant Information:**  
Name: Janet Good  
Applicant ID: 40363  
Applicant Type: External Applicant  
Status: 010 Active  
Preferred Contact: Not Specified  
Phone: 555/777-3333  
Email: work.bucket.1+JGOOD@gmail.com  
Address: 123 Main Fargo, ND 58103

**Notes Summary:**

Select	Subject	Note Date	Author
<input checked="" type="radio"/>	Application letter	02/08/2020 10:39AM	Connie Klein
<input type="radio"/>	Extending Search	02/08/2020 10:37AM	Connie Klein
<input type="radio"/>	Please provide transcripts	02/08/2020 10:34AM	Connie Klein

**Note Details:**

Author: Connie Klein  
Date: 02/08/2020  
Contact Method: Outbound Letter  
Note Audience: Public

**Job Openings:**

Job Opening ID	Posting Title
2921701	Administrative Sec

Subject: Application letter

**Attachments:**

File Name	Description	Date Added	Added By
2020-02-08-10:39:11.0000001070HRS_APP_LET.rtf	Application letter	02/08/2020 10:39AM	Connie Klein

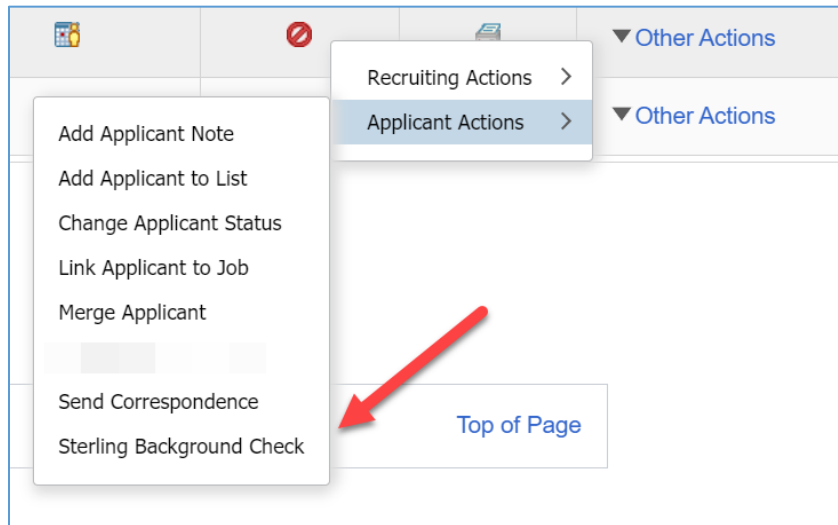
The note is designated as public or private based on the setting you choose when you create the correspondence. The original sender is the only one who can view private notes. For other users, note visibility depends on the public/private setting and on whether the user has access to any of the job openings (if any) that are associated with the transaction.

For email correspondence, the email subject becomes the note subject. When you click the subject to view the note details, the correspondence appears on the Send Correspondence page. You can modify the correspondence (though you cannot change the contact method) and then resend the correspondence. For template-based email, you can change the subject, the attachments, and the Cc and Bcc recipients, but you cannot change the template selection, nor can you modify the message.

For letter correspondence, the default note subject is `Application Letter`. When you click the subject to view the note details, the Applicant Notes page appears, and the letter appears as an attachment to the note. You can edit the note as necessary, including replacing the attachment if you modified the generated letter before printing and sending it.

## STERLING BACKGROUND CHECK

Initiate and monitor Sterling Background Checks for an Applicant from within PeopleSoft. To initiate or view an existing Background Check, use the Applicant Action of Sterling Background Check.



The overall process for using PeopleSoft for Background Checks is as follows:

1. Authorized user in PeopleSoft initiates the Background Check request.
2. Through integration, Sterling receives the request.
3. Sterling sends status update to PeopleSoft, indicating "PreDraft/Pending".
4. Sterling sends email to Applicant, requesting that they provide information on the Sterling website.
5. Upon receipt of requested Applicant information, Sterling begins the background check.
6. Sterling sends status update to PeopleSoft, indicating "Pending/Pending".
7. Sterling completes background check.
8. Sterling sends status update to PeopleSoft, indicating "Complete/Clear" for a successful background check, or "Complete/Consider" for a background check requiring further review by the user.
9. Authorized user in PeopleSoft uses the link to access Sterling to view the background check report.

# Initiate PreEmployment Check

The screenshot shows the 'PreEmployment Check' window. Under the 'Applicant' section, the following information is displayed: Name: Randy Carter, Preferred Contact: None, Applicant ID: 40320, Phone: 777/444-6666, and Email: work.bucket.1+RCARTER@gmail.com. Below this, there are two search fields: 'Sterling Package ID' and 'Sterling Account ID'. The 'Sterling Account ID' field is populated with '51938' and shows a dropdown with 'North Dakota University Systems - Dickinson State University'. A 'Request New Inquiry' button is located at the bottom of the form.

**Sterling Package:** Select from the available Sterling background check Package types.

**Sterling Account ID:** This code will pre-populate based on the users Business Unit. Generally, there will be one Sterling Account ID for a campus. For NDSU, there are multiple codes available. NDSU users must make sure to select the correct Sterling Account ID.

**Request New Inquiry button:** Click on this button to send the background check inquiry to Sterling. Only authorized user will have this button active. For other users the button will be inactivated.

## PreDraft Status

The screenshot shows the 'PreEmployment Check' window with the 'Background Check Requests' section expanded. It displays a table with the following data:

	Screening ID	Package ID	Package Title	Screening Status	Screening Result	Created By	Created DTTM	Last Updated By	Last Update Date/Time	Report
1	900360587	114163	Basic Package	PreDraft	Pending	connie.m.klein	03/09/20 10:23:07.000000PM	connie.m.klein	03/09/20 10:23:07PM	<a href="#">Report</a>

Once the initial background check inquiry is sent, Sterling will immediately send a status update back into PeopleSoft. This information will appear on the page in the Background Check Request grid.

**Screening ID:** This ID is created by Sterling to track the screening.

**Package ID:** This ID is created by Sterling to track the package type.

**Package Title:** This is the package type of the background check request.

**Screening Status:** At the beginning of the process, this will display "PreDraft".

**Screening Results:** At the beginning of the process, this will display "Pending".

**Created By:** Displays the user ID of the background check requester.

**Created DTTM:** Displays the date & time of the request.

**Last Updated By:** Displays the user ID of who provided the last update.

**Last Update Date/Time:** Displays the date & time of the last update.

**Report:** This link goes to the Sterling website login page. Users can log in to Sterling to view the background check report. Sterling security access to reports applies to the user logging in to the Sterling website.

## Review Results

Users can return to this page to view progress of the background check.

The screenshot displays the 'PreEmployment Check' interface. At the top, the title 'PreEmployment Check' is visible. Below it, the 'Applicant' section shows details for 'rowen test' with Applicant ID 40339, Preferred Contact 'None', Phone 321/123-2132, and Email karthik.shanm+123@gmail.com. There are input fields for 'Sterling Package ID' and 'Sterling Account ID' (51938), and a 'Request New Inquiry' button. The 'Background Check Requests' section features a table with columns: Screening ID, Package ID, Package Title, Screening Status, Screening Result, Created By, Created DTTM, Last Updated By, Last Update Date/Time, and Report. A single row is shown with ID 900361128, Package ID 114165, Title 'Premium Package', Status 'Complete', Result 'Clear', Created By 'connie.m.klein', Created DTTM '03/10/20 8:44:05.000000AM', Last Updated By 'kshanmugam', and Last Update Date/Time '03/10/20 8:48:53AM'. A 'Report' link is present in the last column.

Screening ID	Package ID	Package Title	Screening Status	Screening Result	Created By	Created DTTM	Last Updated By	Last Update Date/Time	Report
1 900361128	114165	Premium Package	Complete	Clear	connie.m.klein	03/10/20 8:44:05.000000AM	kshanmugam	03/10/20 8:48:53AM	<a href="#">Report</a>

Upon receipt of requested Applicant information, Sterling begins the background check and sends a status update to PeopleSoft, indicating "Pending/Pending".

Once Sterling completes background check, they send a status update to PeopleSoft, indicating "Complete/Clear" for a successful background check, or "Complete/Consider" for a background check requiring further review by the user.

### Screening Statuses

**PreDraft** - Email sent; Information from candidate is required

**Draft** - Client information gathered; Ready to begin processing

**Pending** - Processing; At least 1 report item within this package has a status of pending

**Cancelled** - The candidate did not submit their data by the expiration date

**Complete** - All report items are set to complete within the package

### Screening Results

**Pending** - Processing; At least 1 report item within this package has a status of pending

**Clear** - Everything good, the screening passes.

**Consider** - Something found. The screening needs review.

At any point, a user can click on the Report link to access the Sterling website and log in to view the report.



PreEmployment Check

Applicant

Name

rowen test

Preferred Contact

None

Applicant ID

40339

Phone

321/123-2132

Email

karthik.shanm+123@gmail.com

Sterling Package ID

Sterling Account ID

51938

North Dakota University Systems - Dickson State University

Request New Inquiry

Background Check Requests

Details

Comments

Account ID	Sterling Account Name	Audit Comment
1 51938	North Dakota University Systems - Dickson State University	2020-03-10-08.44.06.000000->screening order created 2020-03-10-08.47.26.000000->response from Sterling 2020-03-10-08.48.53.000000->response from Sterling

On the Comments tab, you can view the Audit Comments that indicate the integration messages that went back and forth between PeopleSoft and Sterling.

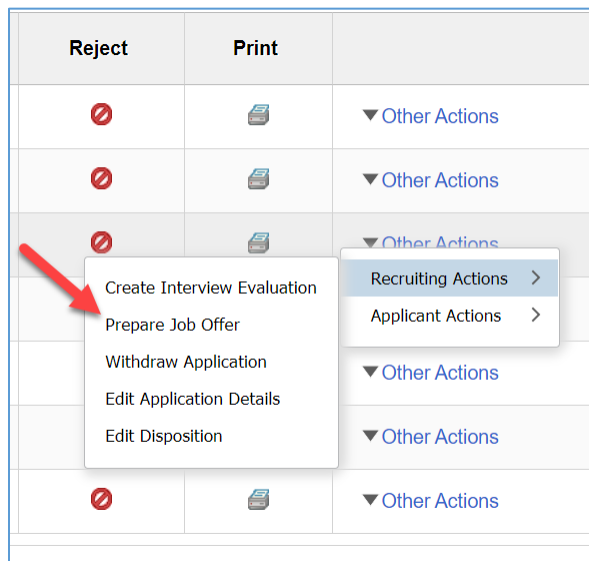
*Note: The Sterling background checks that have been previously run remain with the Applicant record. The rows of results information will be viewable to any user who has access to the Applicant through subsequent applications.*

NDUS CTS

125 | Page

## MAKING AN OFFER

Create and manage job offers on the Prepare Job Offer page. To access this page, use the Prepare Job Offer action.



For an applicant, select the Other Actions menu, Recruiting Actions, Prepare Job Offer.

The Prepare Job Offer page will appear.

## Prepare Job Offer

Use the Prepare Job Offer page to create and manage a job offer.

The steps for preparing a Job Offer include:

1. Create the initial Offer Details and submit for Approval.
2. Once Approvals are complete, create the Offer Letter, and add Offer Attachments.
3. Post the Job Offer to the Applicant's Candidate Gateway notifications.

**Prepare Job Offer**

[Return](#) | [Recruiting Home](#) [Personalize](#)

---

**Posting Title** Administrative Sec  
**Job Opening ID** 2921701  
**Job Opening Status** 010 Open  
**Business Unit** Dickinson State University  
**Job Title** Administrative Sec  
**Position Number** 00022951 (Administrative Sec)  
**Applicant Name** Janet Good  
**Applicant ID** 40363

---

**Offer Details** 1 of 1 | View All

Job Opening	2921701	Administrative Sec	Business Unit	DSU01
Position Number	00022951	Administrative Sec	Offer Date	02/08/2020
Job Code	521001	Administrative Sec	Start Date	03/01/2020
Hiring Manager	0418110	Krissy Kihwein	*Offer Expiration Date	02/13/2020
Recruiter	0319599	Connie Klein	Applicant Type	External Applicant
Status	068 Pending Approval		Preferred Contact	Not Specified
Reason			<input type="checkbox"/> Notify Applicant	
Created By	Connie Klein			

[Save as Draft](#)  
[Submit for Approval](#)  
[Post](#)  
[Unpost](#)  
[Add Revised Offer](#)  
[Delete Offer](#)  
[Edit Offer](#)

---

**Job Offer Components** 1 of 1 | View All

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	43000.00000	Cash	USD	Annual

[Add Offer Component](#)

---

**Comments** 1 of 1 | View All

Added By

---

**Offer Letter** 1 of 1 | View All

Letter: DSU Offer Letter Date Printed:

[Generate Letter](#)
[Upload Letter](#)
[Email Applicant](#)

---

**Offer Attachments** 1 of 1 | View All

No attachments have been added to this offer.

[Add Applicant Attachment](#)
[Add Organizational Attachment](#)

**Job Opening:** Displays the job opening ID and posting title.

**Position Number:** Displays the position number that is associated with the job opening. If the job opening is associated with multiple positions, you can select any of the associated positions. If the offer is not associated with a job opening, or if it is associated with a continuous job opening that doesn't have position data, you can manually enter a value.

**Job Code:** Displays the job code that is associated with the job opening. If the job opening is associated with multiple jobs, you can select any one of the associated job codes. If the offer includes a position number, the system enters the associated job code. If the offer is not associated with a job opening, then you must manually enter either a job code or position number. If the job opening is a continuous job opening without job code data, then the job code is optional. However, a job code will be required before you can prepare the applicant for hire.

**Hiring Manager:** The default value is the primary hiring manager for the job opening.

**Recruiter:** The default value is the primary recruiter for the job opening.

**Status:** Generally, you can let the system set the value based on the actions you perform. The delivered statuses are:

- **Draft:** the offer has been saved but not yet submitted.
- **Pending Approval:** the offer was submitted for approval and is still in the approval process.
- **Denied:** offer approval was denied.
- **Extend:** the offer is open and awaiting the applicant's reply. When the offer goes into this status, the delivered status change effects also change the applicant's disposition to 070 Offer.
- **Accept:** the applicant accepted the offer. When the offer goes into this status, the delivered status change effects also change the applicant's disposition to 071 Offer Accepted.
- **Acceptance Withdrawn:** When the offer goes into this status, the delivered status change effects also change the applicant's disposition back to 070 Offer.
- **Hold:** the offer is on hold.

- **Offer Rejected:** the applicant rejected the offer. When the offer goes into this status, the delivered status change effects also change the applicant's disposition to 110 Reject.
- **Offer Withdrawn:** the offer has been withdrawn. When the offer goes into this status, the delivered status change effects also change the application disposition to 120 Withdrawn.

**Reason:** If your organization has set up reasons for a particular status, you can select a reason for putting the offer in a status.

**Created By:** Displays the name of the person who created the job offer.

**Business Unit:** Displays the business unit that is associated with the job opening.

**Offer Date:** Enter the date the offer is effective. The default is the current date.

**Start Date:** Enter the date that the applicant is to report for work. This date cannot be before the offer date.

**Offer Expiration Date:** The default value is date based on the system-wide setting for the default number of days that an online job offer remains active.

**Applicant Type:** Displays *Employee*, *External Applicant*, or *Non-Employee*. External applicants and non-employees can access Candidate Gateway only if they are registered Candidate Gateway users. Refer to the Registered Online field to see if these types of applicants are registered users.

**Registered Online:** This field is visible only if the applicant type is *External Applicant* or *Non-Employee*. This field displays *Yes* if the applicant is a registered user of Candidate Gateway. This indicates that the applicant is able to view online job offers. A value of *No* prevents you from posting the offer to Candidate Gateway.

**Preferred Contact:** Displays the applicant's preferred contact method.

**Notify Applicant:** This check box must be selected before you post a job offer online. Selecting the check box indicates that the system will send an email notification when the job offer is posted.

**Component:** Select an offer component. The available values are *Base Salary* and *Moving Expense*.

**Offer Amount:** Enter an amount. If the offer component is configured as base compensation, the system warns you if the amount is above or below the recommended salary range.

**Payment Mode:** Displays the payment mode of *Cash*.

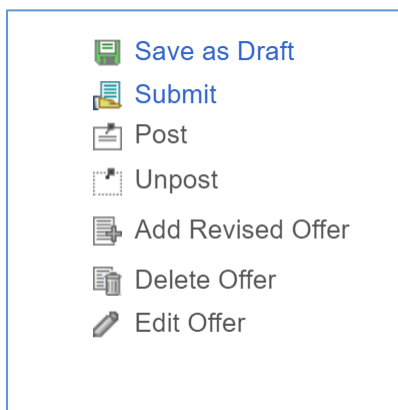
**Currency:** Select the currency. The default value is *USD*.

**Frequency:** Select a pay frequency. The default value comes from the job offer component.

**Add Offer Component:** Click to add a new row to the Job Offer Components grid.

**Comments:** Enter any comments related to the job offer. Offer comments are not shown on any other page. Comments would be visible to Approvers who view this page.

## Actions



**Save as Draft:** Saves the job offer and puts it in the status configured as the draft status for offers. You must have at least one row in the Job Offer Components grid before you can save the offer.

**Submit for Approval:** This link replaces the Submit Offer link if offers require approval. Click to submit the offer, start the approval process, and set the status to *Pending Approval*

**Post:** Click this link to access the Post Online Job Offer page, where you complete the process of posting the job offer to Candidate Gateway.

**Unpost:** Click this link to remove a posted offer from Candidate Gateway. To post offer revisions, it is necessary to unpost and then re-post the offer.

**Add Revised Offer:** This link is available if the offer has a status of *Rejected*. Click to add a new job offer. Clicking this link creates a new row in the Offer Details scroll area.

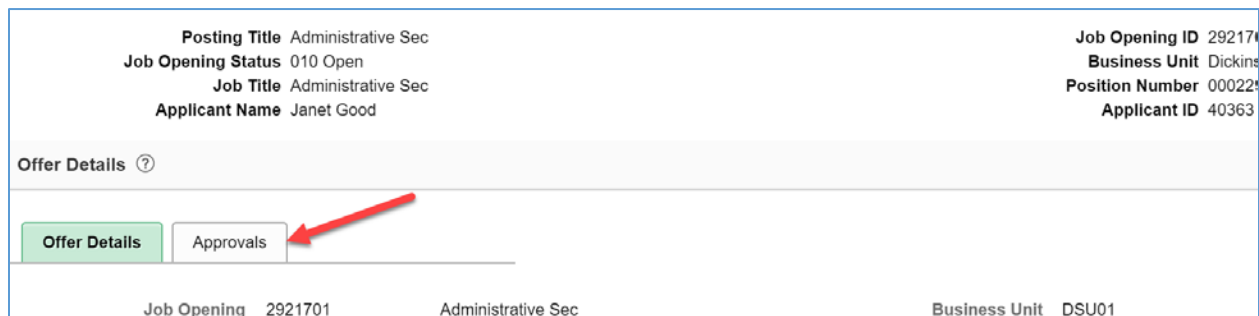
**Delete Offer:** This link is active only for recruiting administrators. An administrator clicks this link to delete the offer. A new, blank offer replaces the deleted offer on the Prepare Job Offer page. If the deleted job offer was posted to Candidate Gateway, deleting the offer also removes the posted offer. Deleting an offer does not remove any associated contact notes, nor does it update the applicant's disposition.

**Edit Offer:** When you save or submit an offer, or when you initially access an existing offer, the offer is not editable. Click the Edit Offer link to make the fields on the page editable. When you modify a posted job offer, changes other than attachment-related changes are not reflected in Candidate Gateway until you unpost the offer and then re-post it. However, if you change the attachments in a posted offer, the changes are immediately visible in Candidate Gateway. For example, if you edit an offer and generate a new offer letter, the new offer letter is immediately visible in Candidate Gateway. The original offer letter also remains visible unless you remove it from the offer.

To avoid deleting old offer letters, unpost the old offer, then create and post a revised offer.

## Approvals

When the Job Offer is submitted for approval, the Approvals tab appears. On the Approvals tab you can view the Approval chain.



The screenshot displays the Job Offer page with the following details:

- Posting Title:** Administrative Sec
- Job Opening Status:** 010 Open
- Job Title:** Administrative Sec
- Applicant Name:** Janet Good
- Job Opening ID:** 2921701
- Business Unit:** Dickinson
- Position Number:** 000225
- Applicant ID:** 40363

The **Offer Details** section is expanded, showing two tabs: **Offer Details** and **Approvals**. A red arrow points to the **Approvals** tab. At the bottom of the page, the following information is displayed:

- Job Opening:** 2921701
- Administrative Sec**
- Business Unit:** DSU01

Once the Job Offer is approved, you can create the Offer Letter, add Attachments, and Post the Job Offer to Candidate Gateway.

## Offer Letter

The screenshot shows a web interface for generating offer letters. At the top, there is a section titled "Offer Letter" with a help icon. Below this, there is a row of controls. On the left, there is a dropdown menu labeled "Letter" with "DSU Offer Letter" selected. To its right is a button labeled "Generate Letter". Further right is a button labeled "Upload Letter". To the right of that is a text field labeled "Date Printed". Finally, on the far right, there is a button labeled "Email Applicant". Three red arrows are overlaid on the image: one points to the "Letter" dropdown, another points to the "Upload Letter" button, and a third points to the "Date Printed" text field.

**Letter:** Select a template to use for the applicant's offer letter.


**Date Printed:** Displays the date that you printed the offer letter. The system populates the field when you click the Generate Letter button. You cannot generate a new offer letter if there is a date in this field, but you can manually clear the date to reactivate the Generate Letter button.


**Generate Letter:** This button is available only if the offer is in an open status, a template is selected in the Letter field, and the Date Printed field is clear. The button is not available when the offer is in an editable state. Click this button to immediately generate a letter based on the selected template. The system opens the generated letter in a new browser window, where you can print it or save it locally. If you make changes, save the modified letter to your local disk so that you can upload the revised version. When you generate the letter, the system enters the current date in the Date Printed. The Generate Letter button becomes inactive; to make it available again, clear the date in the Date Printed field. If, after generating a letter, you subsequently click the Email Applicant button, the system automatically attaches the generated letter to the email. When you generate a letter, the system creates an applicant contact note. The letter is an attachment to the note.


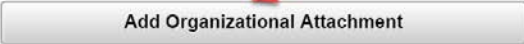
**Upload Letter:** Click this button to upload a saved letter as an attachment. Most commonly, you use this button to upload a modified version of the original generated letter. However, it is not necessary to generate a letter before uploading one. Uploading a letter does not remove the original generated letter from the attachments grid, but you can remove the original letter manually if necessary. When you upload a letter, the system creates a contact note for the applicant. The letter is an attachment to the note. If you subsequently click the Email Applicant button, the system automatically attaches the modified letter (rather than the original) to the email.

**Email Applicant:** Click this button to display the Send Correspondence page. If you generated or uploaded an offer letter, the Attachments grid on the Send Correspondence page includes the offer letter, but you can remove or replace it if you wish. After accessing the Send Correspondence page, enter the email subject and message, then send it to the applicant. When you send the email, the system creates an applicant contact note; the email attachments are saved as note attachments.

## Job Offer Attachments

**Attachments** 

Type	Description	Details	Action Required		
Attachment	Offer Letter	2020-02-08-11.22.03.0000001...	<input type="checkbox"/>		

**Attachments:** Before you add attachments, you must save the offer. Because saving the offer puts the offer into read-only mode, use the Edit Offer link to make the offer editable again so that you can add attachments. You can add and remove attachments only when the offer is editable.

**Type:** Identifies the attachment as one of these:

Attachment: a standard file attachment.

URL: a link that was added as an attachment using either the Add Organizational Attachment button.

**Description:** Enter identifying information for the document. The default description for offer letters is Offer Letter.

**Details:** Click to display the attachment. The link text is the file name for file attachments and the URL for URL attachments.

**Action Required:** Select this check box for any items that the applicant must complete and return if the offer is accepted. In Candidate Gateway, an icon appears next to these documents, along with instructions to review the marked documents.



Click this icon to delete an attachment.

Deleting an offer letter attachment does not remove the applicant note that was automatically created when the letter was generated. The note continues to display the offer letter as a note attachment.

However, the attachment cannot be opened from the note. A warning message that appears when an offer letter is deleted recommends that the user manually modify the related applicant note.

**Add Applicant Attachment:** Click to display a Choose File dialog box, where you select a local file to upload. This button is active only when the offer is editable.

**Add Organizational Attachment:** Click to display the Organizational Attachments page, where you can select existing attachments (file attachments or URLs) to add to the offer. The attachments that appear on the Organizational Level Document page are context-dependent. For example, if an attachment is valid only for a particular business unit, then it is available only for job offers in that business unit. This button is active only when the offer is editable.

# Post Job Offer

Posting Title Administrative Sec

Job Opening Status 010 Open

Job Title Administrative Sec

Applicant Name Janet Good

Job Opening ID 2521701

Business Unit Dickinson State University

Position Number 00022951 (Administrative Sec )

Applicant ID 40363

Offer Details ⓘ

Offer Details

Approvals

Job Opening 2921701

Administrative Sec

Position Number 00022951

Administrative Sec

Job Code 521001

Administrative Sec

Hiring Manager 0418110

Krissey Kilwein

Recruiter 0319599

Connie Klein

Status 010 Extend

Reason

Created By Connie Klein

Business Unit DSU01

Offer Date 02/08/2020

Start Date 03/01/2020

Offer Expiration Date 02/13/2020

Applicant Type External Applicant

Registered Online Yes

Preferred Contact Not Specified

☒ Notify Applicant

Save as Draft

Submit

Post

Unpost

Add Revised Offer

Delete Offer

Edit Offer

Accept Offer

Reject Offer

Job Offer Components ⓘ

Offer Letter ⓘ

To Post the Job Offer to Candidate Gateway, select Notify Applicant, and click on the Post action icon. The Post Online Job Offer page appears.

## Post Online Job Offer

Use the Post Online Job Offer page to post a job offer to Candidate Gateway.



**Post Online Job Offer**
×

[Help](#)

Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer.

**Offer Details**

Applicant Name	Janet Good		
Applicant ID	40363		
Job Opening	2921701	Administrative Sec	
Position Number	00022951		
Job Code	521001		
Offer Date	02/08/2020		
Start Date	03/01/2020		
Offer Expiration Date	02/13/2020		
Status	010 Extend		
Reason			

**Job Offer Components**

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	43000.000000	Cash	USD	Annual

**Attachments**

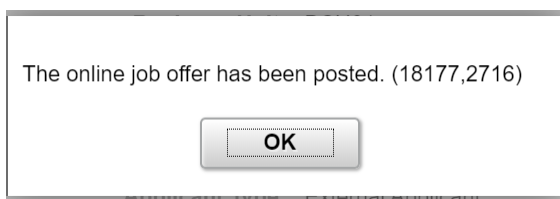
Type	Description	Details	Action Required
Attachment	Offer Letter	<a href="#">2020-02-08-11.22.03.0000001...</a>	<input type="checkbox"/>
Attachment	Onboarding Instructions	<a href="#">Sample_Attachment.docx</a>	<input type="checkbox"/>

Submit

Cancel

Review the offer details on this page, then click the Submit button to post the offer.

When the offer is posted, the system generates a Candidate Gateway notification, sends an email to notify the applicant of the job offer, and creates a contact note.



Job Opening ID 2921701

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Position Number 00022951 (Administrative Sec)

Status 010 Open

Business Unit DSU01 (Dickinson State University)

Department 2110 (Literature and Language)

Job Family 5210 (Academic Assistant)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

All (6)

Applied (0)

Reviewed (0)

Screen (0)

Route (3)

Interview (2)

Offer (1)

Hire (0)

Applicants ?

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview
<input type="checkbox"/>	Janet Good		40363	External	Offer					
<input type="checkbox"/>	Rosalind Nyland		40426	External	Interview					

When a Job Offer has been initiated, the applicant's Disposition status is updated to Offer.

## Job Offer Acceptance

There are a number of methods to record Job Offer acceptance:

- In Candidate Gateway, the Applicant reviews and accepts the Job Offer.
- From the Other Action menu, the Recruiter can select Accept Offer.
- From the Prepare Job Offer page, the Recruiter can select the Accept Offer action icon.

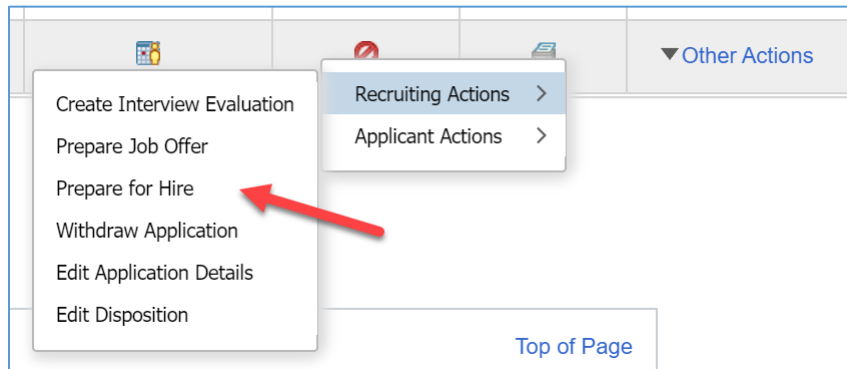
Interview	Reject	Print	
			▼ Other Actions
<div>           Create Interview Evaluation            Prepare Job Offer            Accept Offer            Reject Offer            Withdraw Application            Edit Application Details            Edit Disposition         </div>	<div>           Recruiting Actions &gt;            Applicant Actions &gt;         </div>		▼ Other Actions
			▼ Other Actions
			▼ Other Actions
			▼ Other Actions
			▼ Other Actions



NDUS CTS

## PREPARING TO HIRE

Prepare the applicant for hiring using the Prepare for Hire page. To access this page, use the Prepare for Hire action.



For an applicant, select the Other Actions menu, Recruiting Actions, Prepare for Hire. The applicant must be in the disposition status of Accepted for this menu option to be available.

The Prepare for Hire page will appear.

## Prepare for Hire

Use the Prepare for Hire page to review and complete job information and submit the hire request to the HR system.

×
Help

### Prepare for Hire

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID	40363
Applicant Name	Janet Good
Current Disposition	071 Offer Accepted
Disposition Date	02/08/2020
Applicant Type	External - New
Application Date	02/05/2020

---

Job Opening ID	2921701	Q	Administrative Sec
Job Opening Type	Standard Requisition		
Business Unit	Dickinson State University		
Department	Literature and Language		
Position Number	00022951		Administrative Sec
Job Code	521001		Administrative Sec

---

\*Type of Hire

Hire ▼

\*Start Date

03/01/2020

☐

Send Offer Letter to HR

Hire Comments

Submit Request To HR

Cancel

**Job Opening ID:** Identify the job opening for which the applicant is being hired. The default is the job opening for which you are performing the Prepare for Hire action, but you can change this value.

**Type of Hire:** Select *Hire*.

**Start Date:** Select the date on which the applicant is to begin work.

**Submit Request to HR:** Click to submit the hire request. The applicant should now appear in the ND Hire queue.

**Job Opening ID** 2921701  
**Job Posting Title** Administrative Sec  
**Job Code** 521001 (Administrative Sec)  
**Position Number** 00022951 (Administrative Sec)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

All (6)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	
---------	-------------	--------------	------------	-----------	--

Applicants ?

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application
<input type="checkbox"/>	<a href="#">Ben Linus</a>		40391	External	Hold	
<input type="checkbox"/>	<a href="#">Peter Ordel</a>		40384	External	Hold	
<input type="checkbox"/>	<a href="#">Randall Wald</a>		40430	Employee	Hold	
<input type="checkbox"/>	<a href="#">Rosalind Nyland</a>		40426	External	Hold	
<input type="checkbox"/>	<a href="#">test testt</a>		40416	External	Hold	
<input type="checkbox"/>	<a href="#">Janet Good</a>		40363	External	Ready	

When a Hire is Prepared, the applicant's Disposition status updates to Ready.

# ND Hire

The applicant will appear in the ND Hire queue. From ND Hire, process the new hire as you would normally.

### New Hire Approval

Start Date: 03/01/2020

Workflow Status: Pending

Candidate Status: Completed

Transaction Nbr: 86073

Temp ID:

Last Name: Good

First Name: Janet

Middle Name:

Email: work.bucket.1+JGOOD@gmail.com

Claim Email:

Position: 00022951 Administrative Sec

Business Unit: DSU01 Dickinson State University

Dept: 2110 Literature and Language

Job Code: 521001 Administrative Sec

Reg/Temp: Regular

Job Std Hrs: 40.00

Job FTE: 1.000000

Reports To: 7015308 Holly McBee

Campus Address / Campus Phone

Address 1:

Address 2:

Address 3:

City: State: Postal: Phone:

Contract Length:

Tenure Accrual:

☐ Time Clock Employee

Time Clock:

☐ Employee is Working Less Than 12 Months

☐ Work Study

Comp Freq: Annual

Comprate: 43,000.00

Funding

Chartfields

Earn Code	Combo Code	Current FY Budget Amt	Current Dist%
		0.000	0.000

Approval Comments (2000 char)

No attachments have been added to this Hire Request.

Submitted By: kensmith

Last Updated By: kensmith

Submitted: 02/08/2020 11:37:53AM

Last Updated: 02/08/2020 11:37:53AM

Approve

Deny

Exit

## VERIFY STATUS UPDATES

Upon completion of the ND Hire, the applicant will be saved to Job as an active employee. Their applicant record will be updated to a Disposition status of Hired. For a Job Opening where the applicant will fill the remaining opening, the other applicants are updated to Reject, and the Job Opening is updated to a status of Closed.



## RECRUITING TABLE MAINTENANCE

### Teams

When you create a job opening, you identify the recruiters for the job opening.

You can set up predefined teams whose members can be added to the job opening all at once. If groups of people typically work together on the same job openings, creating and adding teams can be faster than adding each team member individually to each job opening.

When a team is added to the job opening, the system does not add the actual team ID to the job opening. Instead, users who currently belong to the team are added individually to the job opening.

When you add a team to the Recruiters grid, only team members who are associated with the Recruiter recruiting role type are added.

Navigation: Navigator Menu > Recruiting > Administration > Teams

### Teams

#### Teams

\*StatusActive

\*DescriptionDSU Recruiters

Short Description

#### Members

1-2 of 2

*Empl ID	*Name			
0319599	Connie Klein	+	-	
0477944	Devin McCall	+	-	

Save

Notify

Add

Update/Display

**Description:** Enter the name of the team. Use a Campus code designator to distinguish your teams from any other Campus teams.

**Empl ID:** Select the employee IDs for the members of this team.

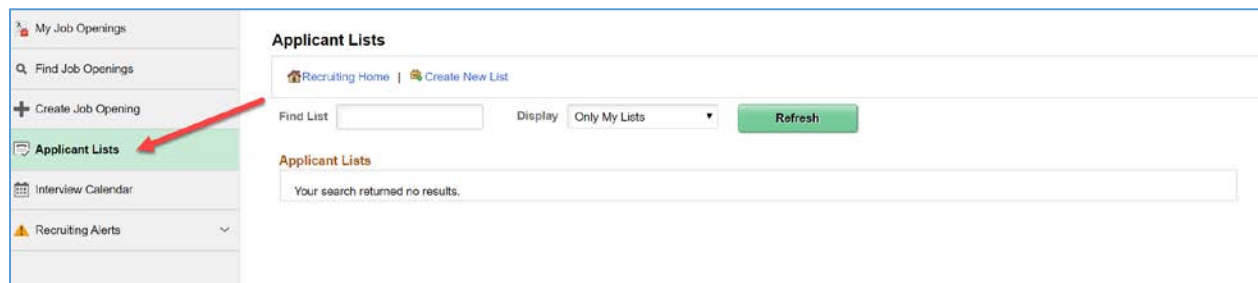
# Applicant Lists

Applicant lists are manually-constructed groups of applicants that recruiters can use to facilitate the recruiting process. Recruiters can add applicants to a list and then perform tasks for one, several, or all applicants on the list at the same time.

Lists can be public or private. The creator of an applicant list is the owner of the list. The list owner is the only user with access to private lists. Anyone with access to the applicant list pages has access to public lists.

Anyone with access to a list can view the list, take actions on the applicants, add applicants to the list, and view primary list information (the list name, its active/inactive status, and whether the list is public). However, only the list owner can update the primary list information.

To view and add Applicant Lists, start from the Recruiting Activities tile, select Applicant Lists.



Use the Applicant Lists page to view all private lists owned by the recruiting user, as well as the active public lists.

Select Create New List to add a list.

## Create New List

Use the Create New List page to create an applicant list.

### Create New List

**Name Your New List**

\*List Name

Description

\*Status Active ▼

☐ Public

SaveCancel

**List Name and Description:** Enter identifying information about the new list. Both the name and description appear on the Applicant Lists page. Only the name appears on the Manage Applicant List page.

**Status:** Select **Active** or **Inactive**. When a list is inactive, only the list owner can view the list, even if it is a public list. You cannot add applicants to inactive lists.

**Public:** Select this check box to make the list a public list. Deselect this check box to make the list private. Private lists are visible only to the creator.

## Add Applicant to List

From Manage Job Opening, for an Applicants, select Applicant Actions > Add Applicant to List from the row-specific action menu or the group action menu.

#### Manage Job Opening

Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | ☐ No Category | Print Job Opening | Personalize

Job Opening ID 2621750  
Job Posting Title Assistant Professor  
Job Code 211001 (Assistant Professor)  
Position Number 00011670 (Assistant Professor)

Status 010 Open  
Business Unit DSU01 (Dickinson State University)  
Department 2130 (Math & Computer Science)  
Job Family 2110 (Assistant Professor)

Applicants

Applicant Screening | Activity & Attachments | Details

All (1)

Applied (0)

Reviewed (0)

Screen (0)

Route (0)

Interview (0)

Offer (1)

Hire (0)

Hold (0)

Reject (0)

Applicants (1)

1-1 of 1

View All

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject
<input type="checkbox"/>	John Elway		40318	External	Accepted						

Select All | Deselect All | Group Actions

Add Applicant to List

Change Applicant Status

Link Applicant to Job

Send Correspondence

Storing Background Check

Applicant Actions

Recruiting Actions

Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | ☐ No Category | Print Job Opening

Top of Page

### Add to Applicant List

Select the list name that you would like to add the applicant(s) to or select the Create New List option to create a new list.

List Name	Description	Owner	Status	Access	Date Created	
<a href="#">Karla Weshnevski</a>			Active	Public	2009-12-01	
<a href="#">CKLEIN List 1</a>	CKLEIN List 1	Connie Klein	Active	Private	2020-01-24	

Create New List

Select the list that you would like to add the applicants to.

### Manage Applicant List

[Return](#) | [Recruiting Home](#) | [Search Applicants](#) | [Edit List Details](#) | [Delete List](#) | [Create New List](#)

List Name CKLEIN List 1

Owner Connie Klein



Access Private

Created On 24 January 2020

Find Applicant

Search

#### Applicants

	Name	Applicant ID	Preferred Contact	Most Recent Note	Note Created By	Add Note	
<input type="checkbox"/>	<a href="#">Ben Linus</a>	40391	No Preferred Contact				
<input type="checkbox"/>	<a href="#">Troy Barnes</a>	40419	No Preferred Contact	01/21/2020	Connie Klein		

Select All

Deselect All

▼ Group Actions

The applicant will appear in the list.

# Interview Facilities

Interview facilities are specific locations such as meeting rooms where interviews take place. In the context of an applicant's interview schedule, the facility is referred to as the venue. Interview facilities are referenced in the Interview Scheduling process. When defining an interview session, the information that is set up on the interview facility selected provides details to the applicants and interviewers as to where the interview will take place.

Navigation: Navigator Menu > Recruiting > Administration > Interview Facilities

**Interview Facilities**

**Venue Information**

Venue ID1003

StatusActive

DescriptionGreen Building

\*Emailgreen@ndus.edu

Location100 main st North Dakota

230 characters remaining

DirectionsTake Hwy 410 exit 29

Notes

Room Details

**Attachments**

No Attachments have been added to this Venue.

Add Attachment

SaveAddUpdate/Display

**Description:** Enter the description that users see when selecting this venue to use for an interview.

**Email:** This is the email address of the venue for scheduling in Outlook, if the interview scheduling process is connected to Outlook. NDUS does currently utilize a connection to Outlook.

**Location:** Enter the specific location of the venue. When a recruiter adds a venue to an interview, the system copies the location information to the interview schedule. Interviewers can see the location information on the Interview Calendar page. Applicants can see the location information on the Interview Detail page in Candidate Gateway.

**Directions:** Enter directions to the venue. Applicants can see the directions on the Interview Detail page in Candidate Gateway.

**Notes:** Enter any additional notes about the venue. Information in this field does not appear on the Interview Schedule page. However, users can access the Interview Facilities page from the Interview Schedule page if they want to review this information.

**Room Details:** Enter any additional room details about the venue. Information in this field does not appear on the Interview Schedule page. However, users can access the Interview Facilities page from the Interview Schedule page if they want to review this information.

**Attachments:** Upload any useful attachments such as maps or room-specific instructions. The attachments grid includes a link to the document along with information about who uploaded the file and when it was uploaded. Attachments do not appear on the Interview Schedule page. However, users can access the Interview Facilities page from the Interview Schedule page if they want to review this information.

## RECRUITING ALERTS

View the total count of alerts associated with the recruiting user's job openings and access the Recruiting Alerts Page.

From the Recruiting Activities tile, select Recruiting Alerts.



Use the Recruiting Alerts page to view summary information for the user's own job openings and to access pages with more detailed information.

A screenshot of a web application interface. On the left is a sidebar menu with items: "My Job Openings", "Find Job Openings", "Create Job Opening", "Applicant Lists", "Interview Calendar", "Recruiting Alerts" (highlighted with a red arrow), "Questionnaire Request", "Unevaluated Answers", "Unconfirmed Interviews", "Interviews Today", "Interview Evaluations", "Recruiting Approvals", "Offers to Prepare", and "Open Online Job Offers". The main content area is titled "Questionnaire Requests" and includes a "Recruiting Home" link. Below this is a text block explaining that listed applicants have not completed questionnaires and a "Send Reminder" button. A table titled "Applicants" follows, showing three rows of applicant data. At the bottom of the table are "Select All", "Deselect All", and "Send Reminder" buttons.

Select	Applicant	Applicant ID	Job Opening	Posting Title
<input type="checkbox"/>	Cooper Jones	40320	2921701	Student Health Services Coord
<input type="checkbox"/>	Floyd Little	40329	2921701	Student Health Services Coord
<input type="checkbox"/>	karthik test	40334	2921701	Student Health Services Coord

The left panel displays the alert type. Click any alert type, to access the corresponding page for more details.

Select alerts to appear with the Yes/No buttons. For certain alerts, select the criteria for displaying detailed information.

# Questionnaire Requests

### Questionnaire Requests

[Recruiting Home](#)

Listed are the applicants who have not completed the questionnaires for your job openings. Choose Send Reminder to send email to selected applicants to remind them to complete answers to the questionnaires.

#### Applicants

1-5 of 5

View All

Select	Applicant	Applicant ID	Job Opening	Posting Title
<input type="checkbox"/>	<a href="#">Alex Kerr</a>	40417	<a href="#">2921661</a>	Technical Support Specialist
<input type="checkbox"/>	<a href="#">Chidi Anagonye</a>	40359	<a href="#">2921663</a>	SBDC Business Advisor 2
<input type="checkbox"/>	<a href="#">Janet Good</a>	40363	<a href="#">2921663</a>	SBDC Business Advisor 2
<input type="checkbox"/>	<a href="#">Jason Mendoza</a>	40358	<a href="#">2921663</a>	SBDC Business Advisor 2
<input type="checkbox"/>	<a href="#">Peter Ordell</a>	40384	<a href="#">2921691</a>	Heat Plant Operator

[Select All](#) [Deselect All](#)

Send Reminder

Displays the applicants who have not yet submitted updated applications for job openings with questionnaires after being invited to do so. Use this page to review open questionnaire requests and to send email reminders to selected applicants.



## Unevaluated Answers

### Unevaluated Answers

Recruiting Home

Select rows to send reminder email to the evaluator or to remove the evaluator from the job opening, then choose the appropriate action button.

Applicants with Unevaluated Answers					Personalize   Find	First 1-5 of 5 Last
Select	Applicant	Job Opening	Question ID	Date Applied	Evaluator	
<input type="checkbox"/>	Deepak Patel	300089	1029	02/06/2009 7:14AM	Jacob Taylor	
<input type="checkbox"/>	Francis Quinn	503705	1034	08/06/2009 6:00PM	Betty Locherty	
<input type="checkbox"/>	Renfrew Dhelson	503709	1105	08/04/2009 9:49PM	Betty Locherty	
<input type="checkbox"/>	Orclear Peasel	503709	1105	08/04/2009 9:57PM	Betty Locherty	
<input type="checkbox"/>	Dotty Otley	504022	1034	09/04/2012 4:43PM	Betty Locherty	

[Select All](#) [Deselect All](#)

Send Reminder

Delete Request

Displays the open-ended screening question evaluations that have not been completed for the user's job openings. Use this page to see the applicants, job openings, and evaluators for the incomplete evaluations. Use the "Send Reminder" button to send a reminder notification to the evaluators.

## Interviews Today

02/02/2020		As of Saturday, February 8, 2020				
Date	Time	Applicant	Job Posting Title	Comments	Status	Interview Location
Sunday February 2, 2020	There are no interviews scheduled on this day.					
Monday February 3, 2020	10:00 AM - 11:00 AM	Peter Ordell	Technical Support Specialist - 2921661		Unconfirmed	100 main st North Dakota
Tuesday February 4, 2020	There are no interviews scheduled on this day.					
Wednesday February 5, 2020	07:00 AM - 08:00 AM	karthik applicant	Lib SYST Applic/Web Integrator - 2921635		Confirmed	1 main st North Dakota
Thursday February 6, 2020	There are no interviews scheduled on this day.					
Friday February 7, 2020	There are no interviews scheduled on this day.					
Saturday February 8, 2020	There are no interviews scheduled on this day.					

Displays the interviews scheduled for the user on that specific day. Use this page to review the recruiting user's weekly interview schedule.

## Interview Evaluations

Interview Evaluations				
<a href="#">Recruiting Home</a>				
Interview Evaluations				
<div><div><div></div><div></div></div><div>1-10 of 32</div><div><div></div><div></div><div></div><div></div><div></div></div><div>View All</div></div>				
Applicant	Applicant ID	Job Opening	Posting Title	Action
North Dakota18	40335	2921635	Lib SYST Applic/Web Integrator	<a href="#">Evaluate Applicant</a>
North Dakota22	40339	2921635	Lib SYST Applic/Web Integrator	<a href="#">Evaluate Applicant</a>
Eleanor Shellstrop	40357	2921663	SBDC Business Advisor 2	<a href="#">Evaluate Applicant</a>
Eleanor Shellstrop	40357	2921663	SBDC Business Advisor 2	<a href="#">Evaluate Applicant</a>
Eleanor Shellstrop	40357	2921663	SBDC Business Advisor 2	<a href="#">Evaluate Applicant</a>
Eleanor Shellstrop	40357	2921663	SBDC Business Advisor 2	<a href="#">Evaluate Applicant</a>
Jason Mendoza	40358	2921663	SBDC Business Advisor 2	<a href="#">Evaluate Applicant</a>
Chidi Anagonye	40359	2921663	SBDC Business Advisor 2	<a href="#">Evaluate Applicant</a>

Displays the incomplete interview evaluations where the user is the evaluator. Two types of evaluations are included in the count: Evaluations that were saved as draft but not submitted, and Evaluations that have not been started for an interview that has already occurred (based on the interview date).

## Recruiting Approvals

Pending Approvals				
<a href="#">Recruiting Home</a>				
Pending Approvals				
<div><div><div></div><div></div></div><div>1-1 of 1</div><div><div></div><div></div><div></div><div></div><div></div></div><div>View All</div></div>				
Select	Job Opening ID	Sender	Received	Subject
<input type="checkbox"/>	2921693	Krissy Kilwein	01/30/2020	Job Approval:Administrative Asst
<div><div>Select All</div><div>Deselect All</div><div>Select...</div><div>Go</div></div>				

Displays the job offers and job openings waiting for the recruiting user's approval. Use this page to review and act on the job offers and openings that require the recruiting user's approval.

## Offers to Prepare

**Offers to Prepare**

Recruiting Home

Listed are the applicants for your job openings who need to have an offer prepared (includes offers in draft). Select the applicant's name to create or update the existing job offer details.

**Applicants**

1-1 of 1 View All

Applicant	Applicant ID	Disposition	Job Opening	Posting Title
<a href="#">Hugo Reyes</a>	40389	Offer	<a href="#">2921663</a>	SBDC Business Advisor 2

Displays the applications that:

- Have a draft (unsubmitted) offer.
- Are in the Interview phase with an Interview status that is the designated "Complete" status. As delivered, the complete status for interviews is 020 Make Offer.
- Are in the Offer phase, but no offer record exists. This occurs only when a user manually changes an applicant's disposition using the Edit Disposition action.

Use this page to review applicants who are waiting for offers and to access the applicant or job opening so that the recruiting user can begin to prepare the offer.

## Open Online Job Offers

**Open Online Job Offers**

Recruiting Home

The following are the applicants who have received an online job offer for your job openings. Select the applicant's name to view the job offer details.

**Applicants**

1-1 of 1 View All

Applicant	Applicant ID	Job Opening	Posting Title	Offer Date	Expiration Date	Status
<a href="#">Peter Ordel</a>	40384	<a href="#">2921651</a>	SBDC Business Advisor	01/22/2020	01/27/2020	Viewed

Displays the expired or soon-to-expire open online job offers for your job openings. This includes offers that will expire within the number of days that you specify on the Personalize Recruiting Alerts page.

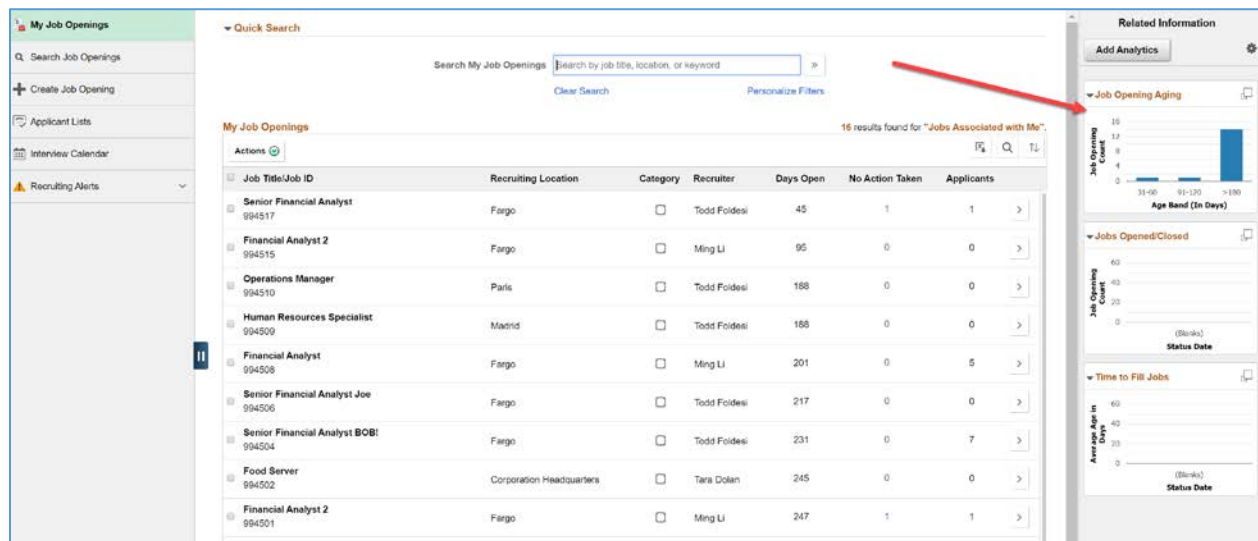
Open online job offers are offers that you posted to Candidate Gateway that have not been accepted or rejected. The offer status must be Extend.


Use this page to review the applicants and job openings associated with the open online job offers.

## JOB RELATED ANALYTICS

Access the Job Related Analytics to view pivot grids that provide graphic views of important performance measures.

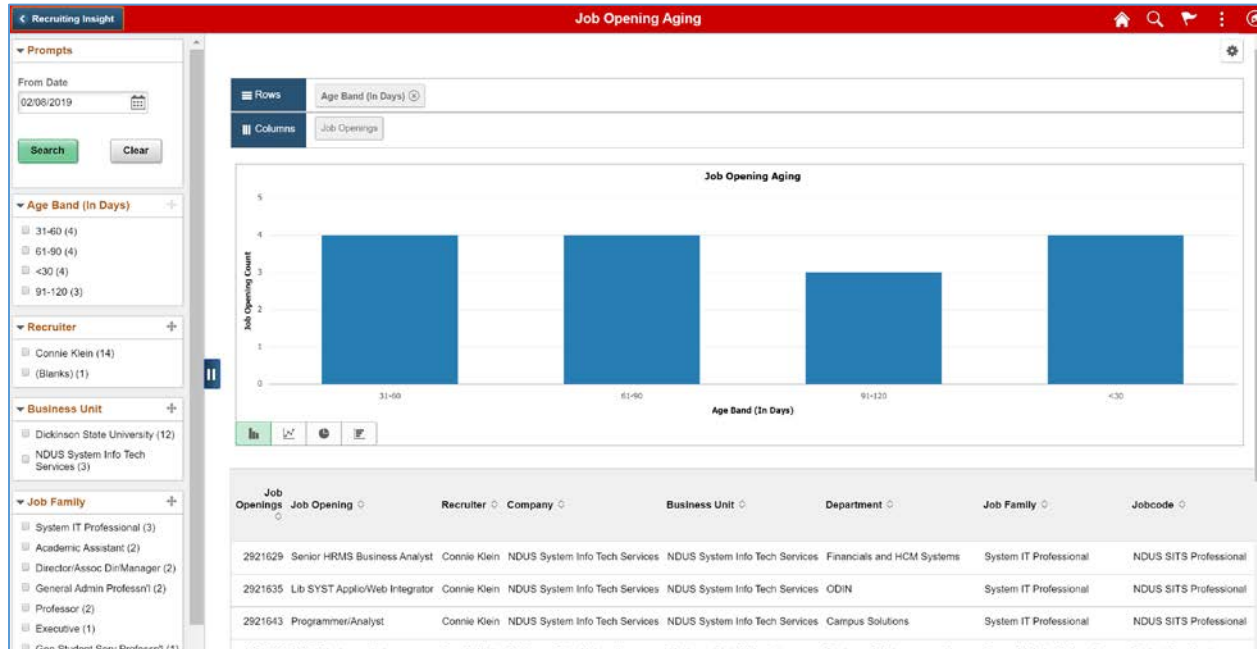
From the Recruiting Activities tile, access Job Related Analytics.



Click on an analytics thumbnail expansion icon  to expand the view of the chart.

# Job Opening Aging

The Job Opening Aging Analysis chart shows the number of open job openings in various pre-defined age bands, providing vital information about an organization's recruiting backlog.



Use the Job Opening Aging pivot grid to view the number of open job openings of various ages.

# Jobs Opened/Closed

Job Opened/Closed chart shows data related to the number of openings that are opened and closed on a monthly basis, giving users a picture of hiring activity across time, departments and locations.



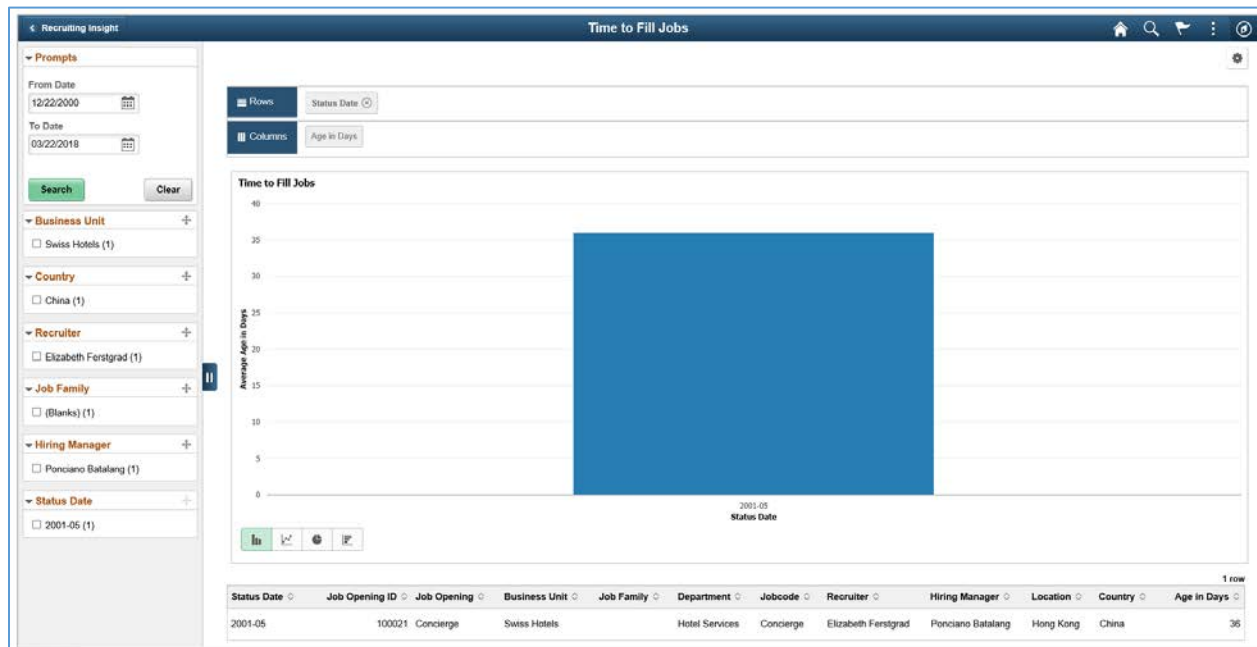
The Job Opened/Closed pivot grid displays monthly job opening data. By default, the data appears as a bar chart. For each month, one bar represents the number of job openings that were opened, and a second bar represent the number of job openings that were filled.

The opening date for a job opening is considered to be the earliest posting date or, if there are no postings defined, the actual job opening date. The closing date is the date that the job opening status changed to Filled/Closed.

The chart represents data for job openings to which the user has security access.

# Time to Fill Jobs

The Time to Fill Jobs chart shows the monthly average Time to Fill data, helping users to see trends in their ability to fill job openings.



The Time to Fill pivot grid displays the average days taken to fill the job openings that are closed in a particular month.

The chart represents data for job openings to which the user has security access.

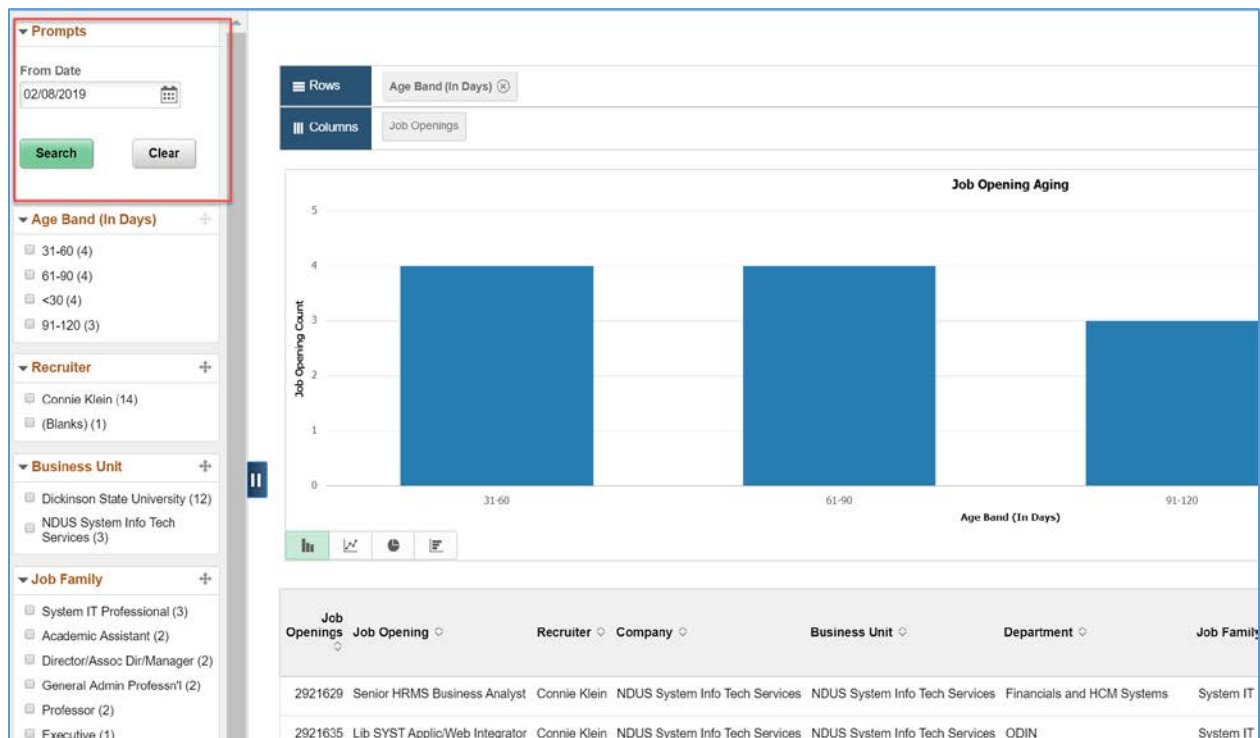


# Working with Analytics

The Pivot Grid Viewer component enables varied features. You can:

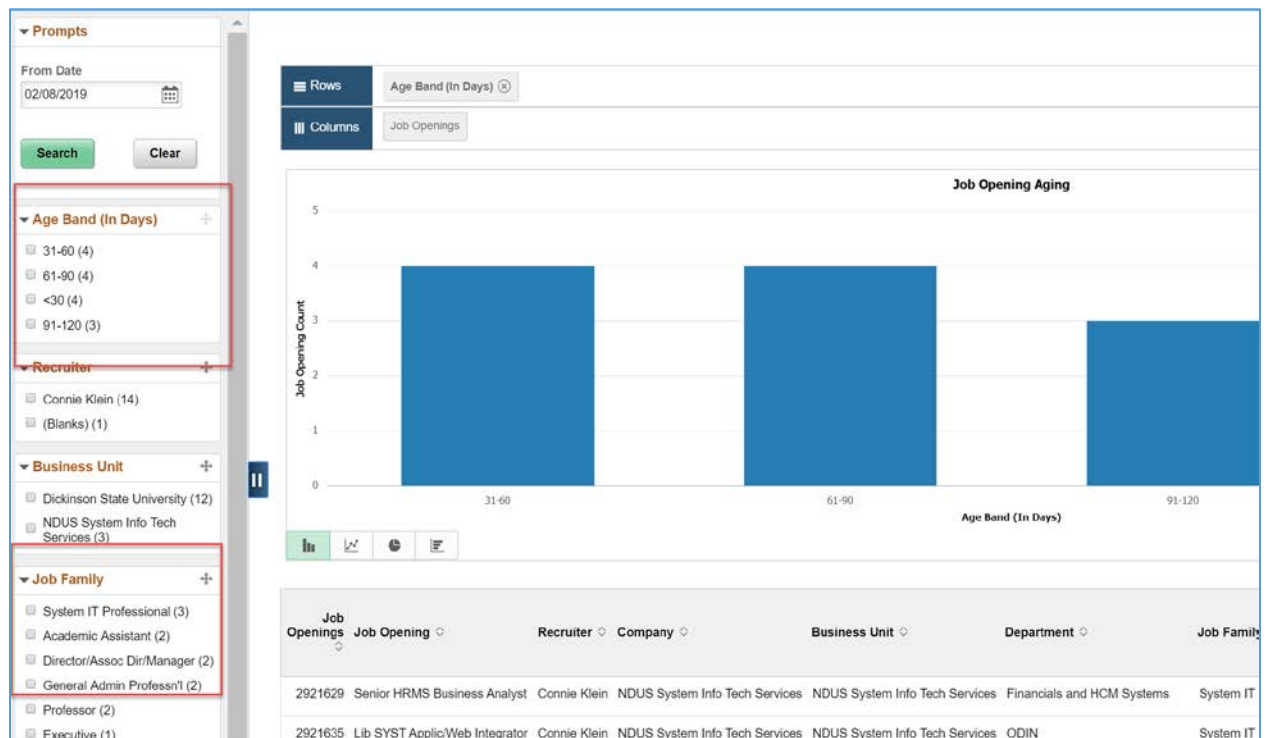
- View the pivot grid in the browser.
- Change the layout of the grid and the chart to view the data differently.
- Drill down on the grid and chart to get detailed views of the data.
- If the display option is Chart Only, drill-down can be performed by clicking the chart. If the display option is Pivot Grid and Chart, drill-down is performed based on the All members that were defined for the axis type columns.
- Export the original PSQuery data to Microsoft Excel.
- Change the PSQuery runtime prompt values.
- Change the chart types to either bar, line, pie, or horizontal bar.
- Change the chart options—chart axes, chart title, axis labels, and so on—using the User Charting Options dialog box.
- Save user preferences in addition to the initial options set for the Pivot Grid View.  
You can save the grid and chart layouts based on the filtering and dicing done on the grid and chart. When rendering the Pivot Grid display, these user preferences have a higher priority than the default view options.

## Prompts



Pivot Grid prompts appear on the left panel of the fluid viewer. All types of prompts — including prompt table with edits, prompt table with no edits, translate prompts, and date prompts — can be displayed. The right panel and facet area are not refreshed on each prompt change, which happens only after you select the prompt and click the Search button.

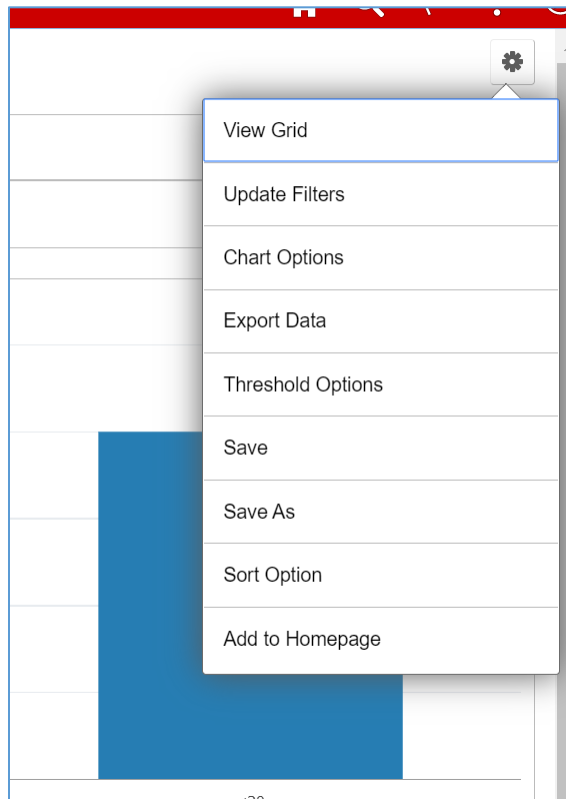
## Facet Filters



Pivot Grid filter dimensions appear as facets in the left panel of the viewer. The facets:

- Show the corresponding results with the total number of results or the facet value between brackets.
- Include the chart X-axis, series, and the grid rows by default.
- Apply progressive filtering.
- Allow to filter data which reflects on the chart and the grid.

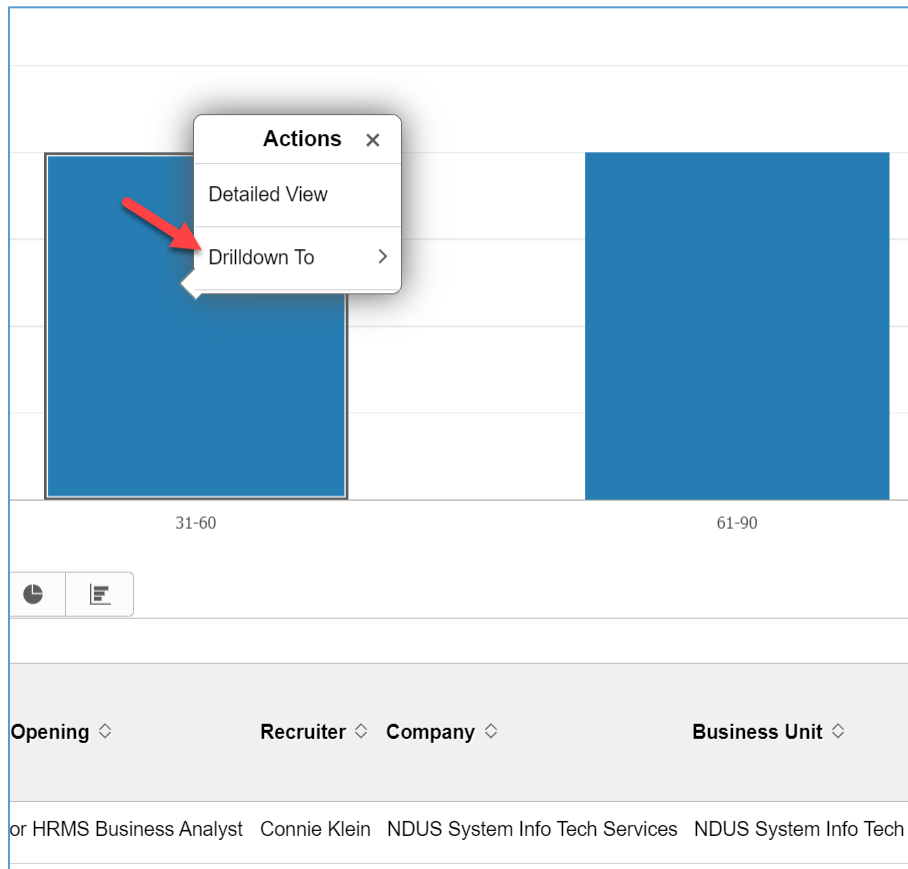
## Options Menu



: Click to open the Options Menu, then select from these menu items:

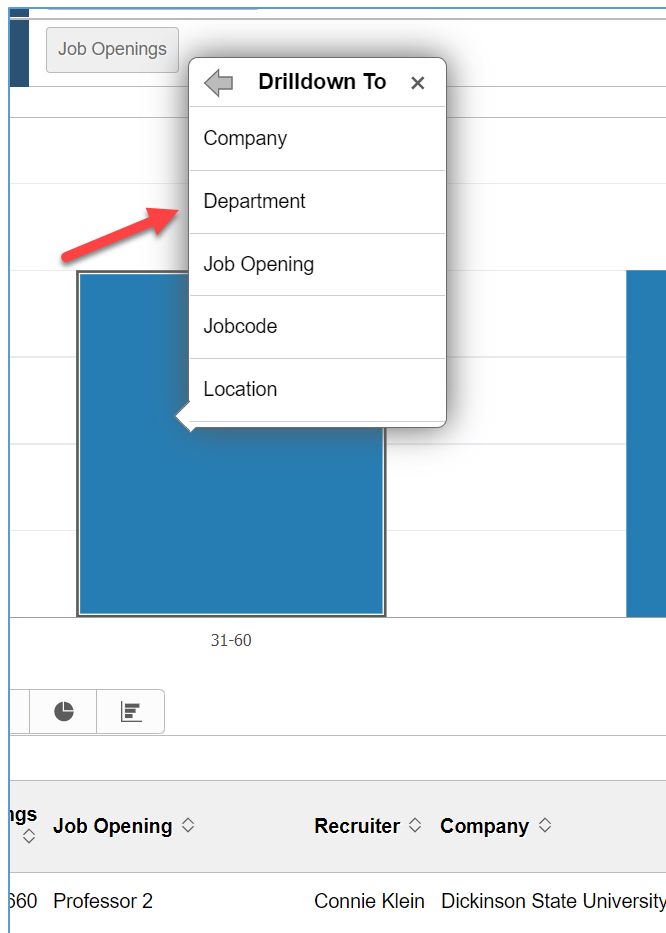
- **View Grid:** Opens an modal window that displays the data in a grid format rather than a chart format.
- **Update Filters:** Opens the Update Filters modal window, from where you can add or remove filters. When a filter is added, it is displayed as a facet in the left panel. The available facets include: Recruiter, Business Unit, Job Family, Department, etc.
- **Chart Options:** Opens the Chart Options modal window, where you can change the chart labels, layout, axes, and filters.
- **Export Data:** Exports the underlying PSQuery data to a spreadsheet.
- **Reset:** Deletes all saved personalizations and resets to a default layout.
- **Save:** Saves the current grid and chart layout as the default view.
- **Save As:** Saves the current grid and chart layout with the name and title that you specify.
- **Sort Option:** Enables you to sort data with some available parameters.

## Drilldown Menu

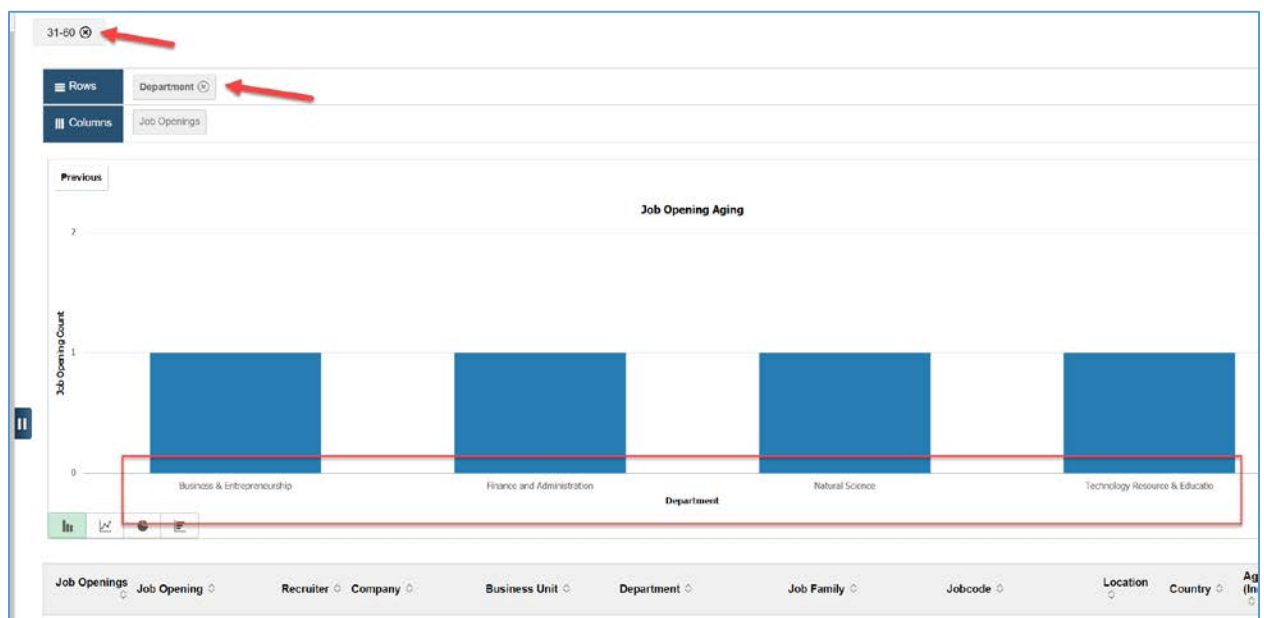


**<Drilldown Menu>**: When you click a data element (for example, a bar on a bar chart), the Actions menu provides these options:

- **Detailed View**: Displays a grid with the detailed data. For example, if a bar on a bar chart represents the number of job openings that were filled in a particular month, clicking Detailed View displays a grid with information about each of the included job openings.
- **Drilldown To**: Displays the drilldown options defined for the chart. Clicking a drilldown option redraws the chart based on the selected type of data.

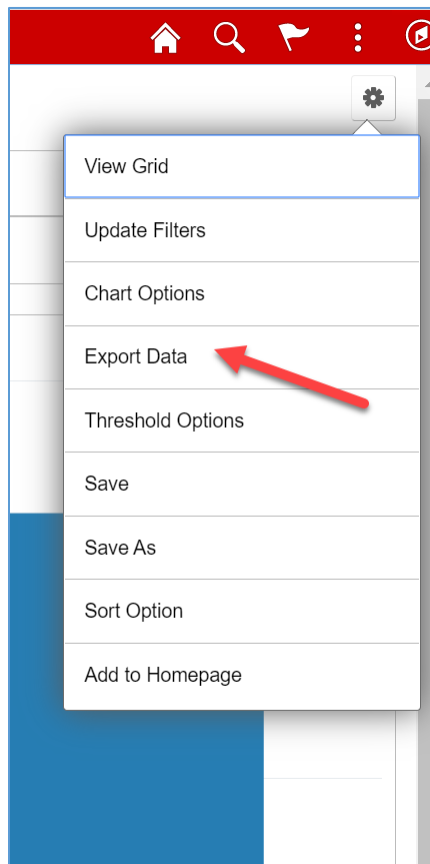


Select Drilldown To – Department to view the details by Department.



Remove the Drilldown selections by clicking the items at the top of the chart.

## Export Data



**Export Data:** Exports the underlying PSQuery data to a spreadsheet using the Options Menu item.

JO Age Analysis Query				
JO Age Analysis Query	15			
Job Opening ID	Job Opening	Recruiter	Company	Business Unit
2921629	Senior HRMS Business Analyst	Connie Klein	NDUS System Info Tech Services	NDUS System Info Tech Serv
2921635	Lib SYST Applic/Web Integrator	Connie Klein	NDUS System Info Tech Services	NDUS System Info Tech Serv
2921643	Programmer/Analyst	Connie Klein	NDUS System Info Tech Services	NDUS System Info Tech Serv
2921651	SBDC Business Advisor	Connie Klein	Dickinson State University	Dickinson State University
2921653	Professor	Connie Klein	Dickinson State University	Dickinson State University
2921654	Enrollment Recruiter	Connie Klein	Dickinson State University	Dickinson State University
2921655	Administrative Sec	Connie Klein	Dickinson State University	Dickinson State University
2921660	Professor 2	Connie Klein	Dickinson State University	Dickinson State University
2921661	Technical Support Specialist	Connie Klein	Dickinson State University	Dickinson State University
2921663	SBDC Business Advisor 2	Connie Klein	Dickinson State University	Dickinson State University

## APPENDIX

### List of Actions

Action Name	Description
Accept Offer	Access the <Accept/Reject> Offer Page to record that an offer has been accepted and to enter an optional reason. Note: This action is available only if an offer in the default (extended) or pending status exists.
Add Applicant Note	Access the Applicant Notes Page to enter applicant-related notes and attachments. Note: This action is not available to users with the Hiring Manager role.
Add Applicant to List	Access the Add to Applicant List Page to select the applicant list to which you want to add an applicant.
Add POI (add Person of Interest)	Access the Add Person of Interest Page to create an HR person of interest record for an applicant. Note: The Applicant must be an external applicant who is not already associated with a person of interest (POI) record.
Change Applicant Status	Access the Change Applicant Status Page to change an applicant's overall status (not the status specific to a job opening).
Create Interview Evaluation	Access the Interview Evaluation Page to create, update, or review interview evaluations.
Edit Application Details	Access the Application Details Page to review or update an applicant's complete job application details.
Edit Disposition	Access the Edit Disposition Page to manually change an applicant's disposition for a specific job opening (or for an application with no job opening). Note: If, under a flexible recruiting process, an applicant's current disposition does not have any valid transitions for a particular recruiting role type, then users with that role type do not see the Edit Disposition action for that applicant.
Forward Applicant	Access the Forward Applicant Page to forward applicant information (including the applicant's resume) to another person.
Invite Application	Send an employee an email invitation to apply for a job opening. Note: This action is available from a profile search that matches employees to job openings.
Link Applicant to Job	Access the Link Applicant to Job Opening Page to link an applicant to one or more job openings.
Manage Interviews	If you invoke the action for a single applicant who has at least one existing interview, this action displays the Manage Interviews Page, where you can view and manage existing interviews or add an additional interview. If you invoke the action for multiple applicants or for an applicant who does not yet have any interviews, this action displays the Interview Schedule Page so that you can schedule interviews.
Mark Reviewed	Update the application disposition to <i>Reviewed</i> . The change happens immediately, and you remain on the page where you invoked the action.

Action Name	Description
Merge Applicant	<p>If you invoke the action for a single applicant (using the toolbar on the Manage Applicant page), this action displays the Merge Applicant Page, where you can merge the selected applicant record with one or more other applicants that you identify.</p> <p>If you invoke this action as a group action on the Manage Job Opening page (using the Group Actions menu on the Applicants tab, or using the Merge button on the Screening Results section of the Applicant Screening tab), this action displays the Review Duplicate Applicants Page where you can identify the source and target applicant records and perform the merge.</p> <p>Note: This action is not available to users with the Hiring Manager role.</p>
Pre-Employment Check	Access the Pre-Employment Check Page to submit a request for a pre-employment check for an applicant.
Prepare for Hire	<p>Access the Prepare For Hire Page to submit a hire request to the HR system.</p> <p>Note: Available only when the disposition is <i>Offer Accepted</i>, <i>Ready to Hire</i>, <i>Hired</i>, or <i>Withdrawn</i>.</p>
Prepare Job Offer	Access the Prepare Job Offer Page to create and manage a job offer.
Print Application Details	<p>If you click the Print icon or toolbar button for a single application, the action displays the Application Report Options Page.</p> <p>If you use the Group Action menu to invoke the Print Application Details action, the action displays the Print Applications Page.</p> <p>Both pages enable you to generate the Application Details report and to choose what content to include in the report.</p>
Reject Applicant	Access the Reject Applicant Page to update an applicant's disposition to show that the applicant has been rejected.
Reject Offer	<p>Access the &lt;Accept/Reject&gt; Offer Page to record that an offer has been rejected and to enter an optional reason.</p> <p>Note: This action is available only if an offer in the default (extended) or pending status exists.</p>
Route Applicant	<p>If you invoke the action for an application that has at least one existing routing, this action displays the Manage Routings Page, where you can view and manage existing routings or add an additional routing.</p> <p>If you invoke the action for multiple applicants, or for an applicant who does not yet have any routings, this action displays the Route Applicant Page so that you can route the applicant.</p>
Schedule Interview	Access the Schedule Interviews page to create an Interview Series, Sessions, and invite applicants to select sessions, or to assign applicants to sessions.
Send Correspondence	Access the Send Correspondence Page to send ad hoc letters and emails to applicants.
Withdraw Application	Access the Withdraw Application Page to update an applicant's disposition to show that the application has been withdrawn from consideration.



## List of Applicant Dispositions (Statuses) and Reasons

Status	Available Status Reasons
005 Draft	
010 Applied	
015 Linked	
019 Linked Questionnaire	
020 Reviewed	
030 Screen	
050 Route	
060 Interview	
069 Preliminary Offer Decided	
070 Offer	
071 Offer Accepted	
075 Preliminary Offer Notified	
076 Preliminary Offer Accepted	
077 Preliminary Offer Rejected	
078 Hire Decided	
080 Ready to Hire	
090 Hired	
100 Hold	
110 Reject	010 Another Applicant was Hired
	020 Unable to Contact
	030 Poor Interview
	040 No Skills Match
	060 No Show for Interview
	080 Selected for Other Position
	090 Lacks Required Education
	130 Lacks Other Min Qualifications
	140 Lacks Required Credentials
	150 Not Selected
	160 Lacks Required Experience
	170 Requisition Cancelled
	190 Another Job
	200 Offer Rejected
	240 Preliminary Screen
	250 After Interview
112 Failed Prescreening	010 Less than 100% for questions
	020 Minimum score not attained
	030 No Basic Eligibility
115 Reject Online Screening	010 Failed Online Screening
	020 Less than 100% for Questions
	030 Minimum Score Not Met
120 Withdrawn	030 Voluntary

Status	Available Status Reasons
130 Withdrawn Application	010 Candidate Withdrawn
	020 Recruiter Withdrawn
140 Inactive	