Recruiting Solutions
BROADBANDED POSITIONS

HUMAN RESOURCES OFFICE

JILL SACKENREUTER - 231-8525
Associate Director of Recruitment & Administration
1000 Band: Administrative/Managerial
3000 Band: Professional

CINDY BREYER - 231-5678
Recruitment Specialist
4000 Band: Technical & Paraprofessional
5000 Band: Office Support
6000 Band: Crafts/Trade
7000 Band: Services

NON-BROADBANDED POSITIONS - FACULTY SEARCH

PROVOST & EQUITY OFFICE

ANGELA BACHMAN - 231-7150
Academic Personnel Coordinator
0000 Band: Executive/Administrative
2000 Band: Faculty
Recruiting Solutions is comprised of two modules in the PeopleSoft system. Candidate Gateway (where candidates go to look and apply for jobs) and Talent Acquisition Manager (the internal HR module for recruiters, hiring supervisors, and others to create, post, interview and hire candidates). The goal of the project is to streamline and make process improvements. The system-wide NDUS implementation of Recruiting Solutions will integrate with the current Peoplesoft HRMS. It is designed to create a better candidate experience and improve efficiencies for employee onboarding.
Advantages

• Will speed up the hiring process as information goes right into PeopleSoft

• Will improve efficiencies in employee onboarding

• Will provide cost savings

• Has look and feel of PeopleSoft
Student/Temp Hires

Student and Temp Hires will need to be posted in both Recruiting Solutions and CareerLink.

Note:

• Recommend posting position in Recruiting Solutions first and then post in CareerLink. The posting in CareerLink will need to have the Recruiting Solutions position link to allow candidates to apply.
Recruiting Process Overview

Note: The screening process will remain the same as current process.
<table>
<thead>
<tr>
<th>Recruiting Process Overview</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Job Openings</td>
<td>Users create job openings; defining qualifications, creating questionnaires, establishing screening rules, creating posting content, and identifying the hiring team.</td>
</tr>
<tr>
<td>Post Job Openings</td>
<td>Users post jobs to Candidate Gateway, Campus websites, external job boards, and social media sites.</td>
</tr>
<tr>
<td>Enter Applicant Data</td>
<td>Applicants apply for job openings through Candidate Gateway</td>
</tr>
<tr>
<td>Screen Applicants</td>
<td>Users run screening processes to calculate applicants’ qualification scores.</td>
</tr>
<tr>
<td>Route Applicants</td>
<td>Users send applicant information to interested parties and solicit feedback on next steps.</td>
</tr>
<tr>
<td>Interview Applicants</td>
<td>Users schedule interviews and solicit feedback from interviewers.</td>
</tr>
<tr>
<td>Make Offer</td>
<td>Users prepare offers for the selected candidates.</td>
</tr>
<tr>
<td>Hire Applicants</td>
<td>Users finalize the hiring of the selected candidates.</td>
</tr>
</tbody>
</table>
RECRUITING SOLUTIONS BASICS

- 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.
How do I access?

You will access Recruiting Solutions through your PeopleSoft login. The Recruiting selection will be added once the system is live.
## USER ROLES

**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 the job opening.

**HIRING MANAGER**
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. 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.

**HUMAN RESOURCES (HR)**
Human Resources will generally be responsible for processing the final Hire of the selected candidates through the ND Hire process.

**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.**
Hiring Manager View

- Hires/Terms Approval Summary
- View Total Rewards
- Company Directory
- My Team
- Team Time
- Approvals
- On-Boarding Status
- Absence Requests
- Emergency Contact
- Open Jobs
- I-9 Extension / Everify
- Recruiting Activities
- New Hire Request
- New Hire Approve/Review

- HE Employee Review
- HE Leave Balances
My Job Openings

13 Jobs Assigned to Me
My Applicants

30 Applicants

**My Applicants**

- Sonia Petrillo
  - Applicant ID: 40428
  - Phone: 432/543-6453
  - Jobs Applied: 2
  - Last Job Applied To: Controller/Director Bus Affair 2
  - Resume:
  - Application:
  - Print:

- Belinda Devereaux
  - Applicant ID: 40427
  - Phone: 333/444-6666
  - Jobs Applied: 2
  - Last Job Applied To: Controller/Director Bus Affair 2
  - Resume:
  - Application:
  - Print:

- Rosalind Nyland
  - Applicant ID: 40426
  - Phone: 333/444-9999
  - Jobs Applied: 2
  - Last Job Applied To: Controller/Director Bus Affair 2
  - Resume:
  - Application:
  - Print:

- Dot Zbornak
  - Applicant ID: 40425
  - Phone: 333/888-4444
  - Jobs Applied: 2
  - Last Job Applied To: Controller/Director Bus Affair 2
  - Resume:
  - Application:
  - Print:

- Eason text
  - Applicant ID: 40424
  - Phone: 312/123-1234
  - Jobs Applied: 1
  - Last Job Applied To: Lib SYST Applic/Web Integrator
  - Resume:
  - Application:
  - Print:
Recruiting Activities
Applicant Lists

My Applicant Lists

You are on HECG

My Applicant Lists

Recruiting Home | Search Applicants | Create New List

Find List: [Blank] Display: Only My Lists

Refresh

List Details

List | Description | Access | Date Created | Owner
--- | --- | --- | --- | ---
CKLEIN List 1 | CKLEIN List 1 | Private | 2020-01-24 | Connie Klein

View All
Recruiting Alerts

45

Search Applicants

- Dot Zornak: Applicant ID 40425, Type External Applicant, Status 010 Active, Phone 333/888-8444, Email work.bucket.1+DZBORNAK@gmail.com
- Rosalind Nyland: Applicant ID 40426, Type External Applicant, Status 010 Active, Phone 333/444-9999, Email work.bucket.1+RNYLAND@gmail.com
- Belinda Devereaux: Applicant ID 40427, Type External Applicant, Status 010 Active, Phone 333/444-6666, Email work.bucket.1+BDEVEREAUX@gmail.com
- Sonia Petritte: Applicant ID 40428, Type External Applicant, Status 010 Active, Phone 432/543-6453, Email work.bucket.1+SPETRILLO@gmail.com

Select All, Deselect All, Group Actions
Approvals

Pending Approvals

View By: All

1 row

Job Opening
Requester: Kriissy Kilwein
Job ID: 2821653
Routed: 01/30/2020

Administrative Asst
Create a Job Opening

The first step in Recruiting Solutions is to create a job opening.
Primary Job Opening
Justification
Job Opening

**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.
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 different tabs or pages: Job Information, Job Posting, and Hiring Team.*
Job Information

Job Opening

Job Opening ID: NEW
Job Posting Title: Administrative Sec
Job Code: 521001 (Administrative Sec)
Position Number: 00022851 (Administrative Sec)
Primary Recruiting Location: 1007 (Dickinson)

Status: 905 Draft
Business Unit: DSU (Dickinson State University)
Department: 2110 (Literature and Language)
Job Family: 5210 (Academic Assistant)

Opening Information

Job Opening Type: Standard Requisition
Created By: 0015559
Created: 02/03/2020

*Openings to Fill
Limited Number of Openings: 1
Target Openings: 1
Available Openings: 1

Establishment ID: DSU
Business Unit: DSU
Position Number: 00022851
Company: DSU

Dickinson State University
Dickinson State University
Administrative Sec
Dickinson State University
THINGS TO NOTE:

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.

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

Staffing Information: This information defaults from Position Data or Job Code Table.

Salary Information: This information defaults from Workforce Administration.

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

Posting Information

Posting Title: Administrative Sec

Job Descriptions

*Description Type: Position Information

*Visibility: Internal and External

Template

Description:
Provides day-to-day administrative and clerical support for the 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
Job Description

Job Title: Administrative Sec
Job ID: 2921701
Location: Dickinson
Full/Part Time: Full-Time
Regular/Temporary: Regular

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 and watch this video.

Return to Previous Page  Switch to Internal View
Job Postings

• Integrates with Higher Ed Jobs

• Positions will also be posted to:
  – Job Service
  – Indeed
  – JobsHQ
# Hiring Team

## Assignments

### Recruiters

<table>
<thead>
<tr>
<th>Name</th>
<th>Recruiter ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connie Klein</td>
<td>0319599</td>
<td></td>
</tr>
</tbody>
</table>

Add Recruiter
Add Recruiter Team

### Hiring Managers

<table>
<thead>
<tr>
<th>Name</th>
<th>Manager ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristy Kilwein</td>
<td>0418110</td>
<td></td>
</tr>
</tbody>
</table>

Add Hiring Manager

### Interviewers

<table>
<thead>
<tr>
<th>Name</th>
<th>Interviewer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristy Kilwein</td>
<td>0418110</td>
</tr>
<tr>
<td>Jennifer Zier</td>
<td>0645825</td>
</tr>
</tbody>
</table>

Add Interviewer
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.
Student Job Opening
Student Job Opening

Job Opening

Job Opening ID: NEW
Job Posting Title: Student General
Job Code: 860001 (Student General)
Position Number: 00012139 (Student General)
Primary Recruiting Location: 1007 (Dickinson)

Status: 005 Draft
Business Unit: DSU01 (Dickinson State University)
Department: 2010 (Stieren Library)
Job Family: 8800 (Student General)

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
Business Unit: DSU01
Position Number: 00012139
Company: DSU - Dickinson State University

NORTH DAKOTA STATE UNIVERSITY
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.
### Job History & Notes

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Reason</th>
<th>Action Taken By</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/05/2020</td>
<td>010 Open</td>
<td></td>
<td>Catherine Greicar</td>
</tr>
<tr>
<td>02/03/2020</td>
<td>006 Pending Approval</td>
<td></td>
<td>Connie Klein</td>
</tr>
<tr>
<td>02/03/2020</td>
<td>005 Draft</td>
<td></td>
<td>Connie Klein</td>
</tr>
</tbody>
</table>

### Job Opening Notes

- **Note Date**: 02/04/2020
- **Avenue**: Public

**Subject**: Relocation of Position

**Details**: This position is being relocated to the Library.
Attachments & Add Expenses
Search Job Openings

There are a variety of methods for finding **Job Openings** in the system. Each method operates differently and displays **Job Openings** search results differently.
The search results will return only Job Openings that are associated with the user.
Search Job Openings

You can also search using the following:

• Browse Job Openings

• My Job Openings
  – Can personalize filters to change results list
There are a variety of methods for finding **Applicants** and **Applications** in the system. Each method operates differently and displays **Applicants** and **Application** search results differently.
Search Results

NOTE: The search results return only Applicants that are attached to job openings where you are either the originator or part of the hiring team.
Search Results

You can also search using the following:

• Browse Applicants
  – Narrow down your results by using the Faceted Filters
Search Results

You can also search using the following:

- Search Applications
Search Results

You can also search using the following:

- My Applicants
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.

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

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Applicant Search</th>
<th>Applicant Screening</th>
<th>Activity &amp; Attachments</th>
<th>Details</th>
</tr>
</thead>
</table>

NDSU NORTH DAKOTA STATE UNIVERSITY
Applicant Information

• During the application process, applicants will be able to opt into different notifications.

• Text notifications are available as an option.

• They can select the type of notifications they would like to receive during the applicant registration process, the application submission, and during the job offer process.
### Applicants

#### Manage Job Opening

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

#### Applicants

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>Vet Pref</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Application</th>
<th>Resume</th>
<th>Mark Reviewed</th>
<th>Route</th>
<th>Interview</th>
<th>Reject</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Randal Wald</td>
<td></td>
<td>40430</td>
<td>Employee</td>
<td>Applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Janet Good</td>
<td></td>
<td>40363</td>
<td>External</td>
<td>Applied</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peter Ordai</td>
<td></td>
<td>40384</td>
<td>External</td>
<td>Applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ben Linus</td>
<td></td>
<td>40391</td>
<td>External</td>
<td>Applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rosalind Nyland</td>
<td></td>
<td>40426</td>
<td>External</td>
<td>Applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sonia Petillo</td>
<td></td>
<td>40428</td>
<td>External</td>
<td>Applied</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>test test</td>
<td></td>
<td>40416</td>
<td>External</td>
<td>Interview</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Select All**  
**Deselect All**  
**Group Actions**
View Applicant

From the **Manage Job Opening – Applicants** grid you can access the Applicant Information
Manage Job Opening

You can view the following:

- Manage Applicant
- Applicant Data
- References
- Notes
- Applicant note
- Expenses
- History
View Resume

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>Vet Pref</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Application</th>
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<th>Mark Reviewer</th>
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<td></td>
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<td>40430</td>
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<td>40416</td>
<td>External</td>
<td>Interview</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** You can also access the Resume, as well as Cover Letter, and other Attachment documents from the **Manage Application** page.
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.
Route Applicants
Preview Notification and Routing Status

Job Opening ID: 2021701
Job Posting Title: Administrative Sec
Job Code: 52103 (Administrative Sec)
Position Number: 00022651 (Administrative Sec)

Applicants

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Vet Pref</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>test test</td>
<td></td>
<td>40416</td>
<td>External</td>
<td>Reject</td>
<td></td>
</tr>
<tr>
<td>Sonia Petillo</td>
<td></td>
<td>40428</td>
<td>External</td>
<td>Reject</td>
<td></td>
</tr>
<tr>
<td>Janet Good</td>
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<td>40363</td>
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<td></td>
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<td>Randall Wahl</td>
<td></td>
<td>40430</td>
<td>Emplyyee</td>
<td></td>
<td></td>
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<tr>
<td>Peter Ordell</td>
<td></td>
<td>40384</td>
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<td>External</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Routing Status:
- Route
- Reject
- Interview
# Interview Scheduling

<table>
<thead>
<tr>
<th>RECRUITERS CAN:</th>
<th>APPLICANTS CAN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Interviewers</td>
<td>Select from available Interview Sessions</td>
</tr>
<tr>
<td>Create Interview Series</td>
<td>Notify the Recruiter if they are not available for the available interview sessions</td>
</tr>
<tr>
<td>Create individual Interview Sessions</td>
<td>View their scheduled interviews</td>
</tr>
<tr>
<td>Identify Applicants to Invite to select from the available Interview Sessions</td>
<td>Please note that you are not required to use this feature, it is optional. This feature <strong>will not</strong> sync to your Outlook calendar.</td>
</tr>
<tr>
<td>Manually Assign an Applicant to and Interview Session</td>
<td></td>
</tr>
<tr>
<td>View and manage scheduled interviews</td>
<td></td>
</tr>
<tr>
<td>Manage Interview Evaluations</td>
<td></td>
</tr>
</tbody>
</table>
Job Opening – Hiring Team
Schedule Interview

Begin the Schedule Interview process from the Manage Job Opening page by selecting applicants and using the Group Action – Schedule Interview option.
Create Series & Sessions
On the Sessions page, manage the selected applicants, and manage sessions.
Invite Applicants

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.
Schedule Interviews

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.
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.

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.
Manage Scheduled Interviews

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>Vet Pref</th>
<th>Applicant ID</th>
<th>Type</th>
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<td>40416</td>
<td>External</td>
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</table>
Manage Interviews

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

**Interview Evaluation**

- **Applicant Name:** Janet Good
- **Job Opening ID:** 2021701
- **Submitted By:** Krisy K. Lewis
- **ID:** 40383
- **Job:** Administrative Sec
- **Date Submitted:** 02/08/20 10:29AM

**Interview Evaluation Details**

- **Interview Date:** 02/07/2020
- **Interviewer Name:** Krisy K. Lewis
- **Evaluation Date:** 02/08/2020
- **Interview Type:** Campus

### Rate Applicant

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<tr>
<th>Category</th>
<th>Interview Rating</th>
<th>Score</th>
<th>Comments</th>
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<td>Communication Skills</td>
<td>Above Average</td>
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<tr>
<td>Education/Training</td>
<td>Above Average</td>
<td>3</td>
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<tr>
<td>Work Experience</td>
<td>Average</td>
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<tr>
<td>Technical Skills</td>
<td>Above Average</td>
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<tr>
<td>Professionalism</td>
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<tr>
<td>Additional Comments</td>
<td>Above Average</td>
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</tbody>
</table>

### Recommendation

- **Overall Rating:** Above Average
- **Recommendation:** 020 Make Offer
- **Reason:**

### General Comments

I would put her at the top of the list.
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.*
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 Preview

To  Janet Good
Cc   connie.klein@dsu.edu

From  Connie Klein
Subject  Please provide transcripts

Message

Dear Janet Good

Please email me a copy of your transcripts.

Thanks,
Connie Klein
Applicant Correspondence
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.

Note: Process will remain the same as current process.
Making an Offer

Create and manage job offers on the Prepare Job Offer page. To access this page, use the Prepare Job Offer action.

**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
When the Job Offer is submitted for approval, the Approvals tab appears. On the Approvals tab you can view the Approval chain. Once the Job Offer is approved, you can create the Offer Letter, add Attachments, and Post the Job Offer to Candidate Gateway.
Offer Letter & Attachments

Offer Letter

- Letter
- DSU Offer Letter
- Generate Letter
- Upload Letter
- Date Printed
- Email Applicant

Attachments

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<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Details</th>
<th>Action Required</th>
<th>Add Applicant Attachment</th>
<th>Add Organizational Attachment</th>
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<tr>
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</tbody>
</table>
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.
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.
When a Job Offer is Accepted, the applicant’s Disposition status updates to Accepted. For Job Openings where the applicant will fill the remaining opening, the other applicants are updated to Hold.
Position Opening Approval Process
0000-7000 Job Bands

Level 1

Level 2 (Department Chairs)

Ag Budget (Initial)

Level 3 (Deans/Directors)

Vice President

Budget

Provost

Ag Budget (Final)

President

Submit to Recruiting/Compliance Office (R/CO)

Post on the web (R/CO)

Justification
Document need for this position. Justify why these duties/responsibilities cannot be assigned to a current employee(s).
Prepare to Hire
Onboarding

After previous steps are completed and the hire is processed, onboarding begins.

The onboarding process will have some changes. More information will become available as we transition to Recruiting Solutions.
RECRUITING SOLUTIONS TIMELINE

SUPER USER TRAINING
WEEK OF AUGUST 17TH

USER TRAINING
WEEK OF AUGUST 24TH

PILOT PROGRAM
WEEK OF AUGUST 24TH

STARTING SEPTEMBER 14TH ALL POSITIONS WILL BE POSTED IN RECRUITING SOLUTIONS TO ASSIST IN THE TRANSITION.
Thank you!