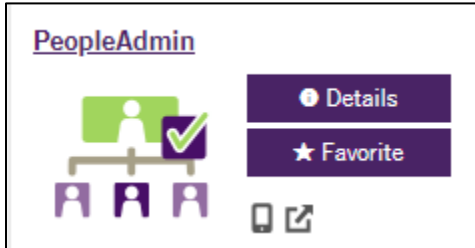
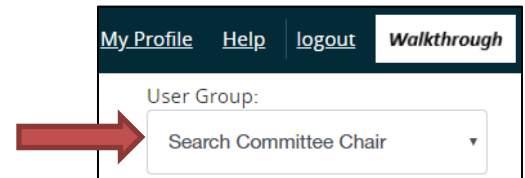


# Instructions for Hiring Managers: *Setting-up/Rating Applicants in PeopleAdmin & Applicant Rating System*

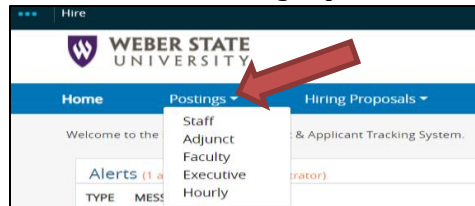
1. To view applicant materials, login to the eWeber Portal and click on PeopleAdmin, which can be found in the Human Resources category of the portal.



2. Once logged in, change your user group to Search Committee Chair (upper right corner of the screen) and the module to Hire (upper left corner of the screen).



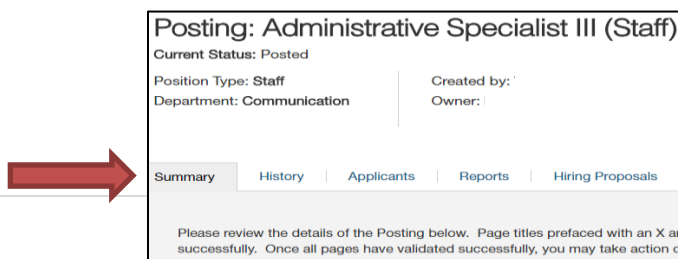
3. Hover over the Postings option and select the position type (faculty, staff, etc.) of your search.



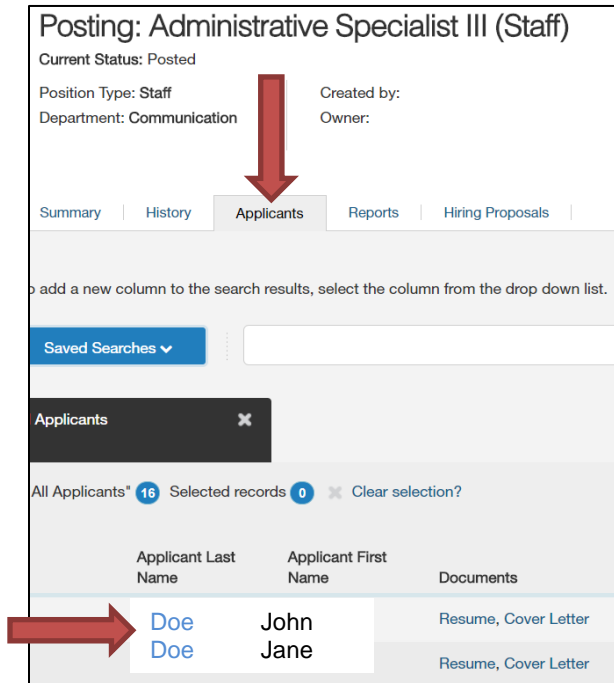
4. Select the position title of your search.

Position Title	Requisition Number	Department	Active Applications
Administrative Specialist III	S00004P	Communication (22200)	0

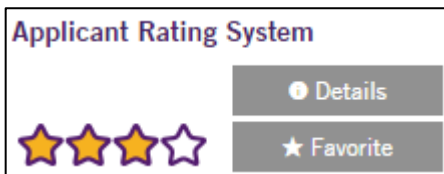
5. Click on the various links to view a summary of the posting, the approval history of the posting, a list of the applicants, etc.



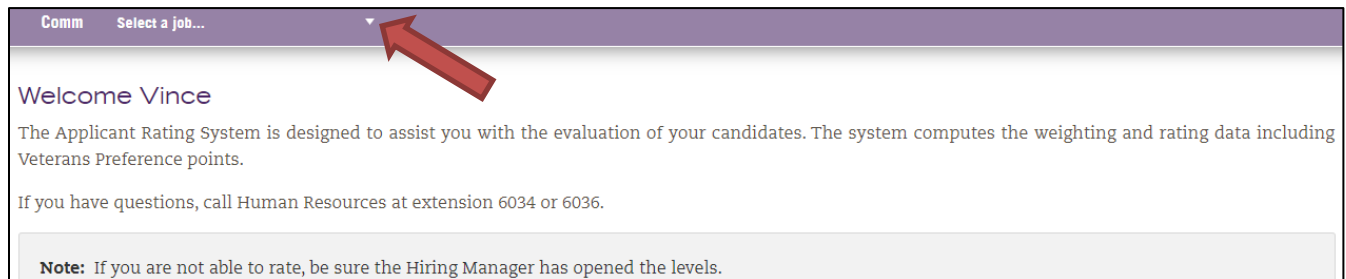
- Click on the Applicants tab to view a list of current candidates, their applications, and other materials.



- In a separate browser window, login to your eWeber portal and click on Applicant Rating System, which can be found in the Human Resources category of the portal.

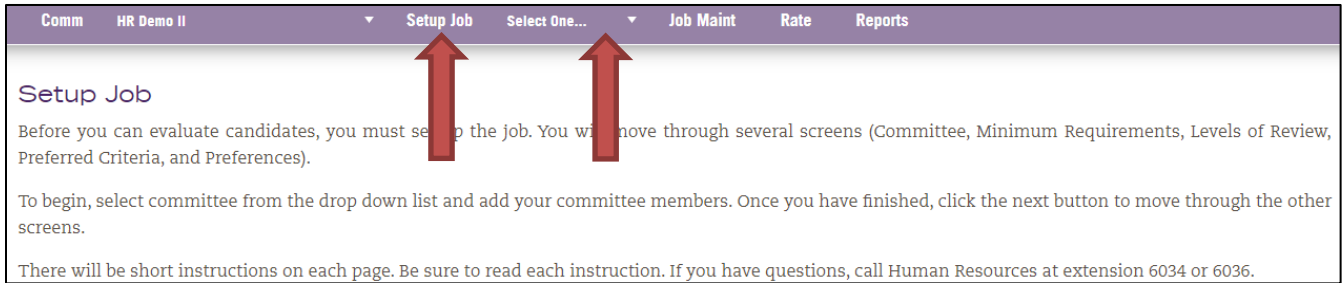


- The WSU Applicant Rating System will open. At the top of the screen, select the job you want to set-up and rate.



## Setting-up the Position for Rating

9. First you will need to set-up the position you are going to rate. Click on “Setup Job” and then select “Committee” from the “Select One” drop down box.



Comm HR Demo II Setup Job Select One... Job Maint Rate Reports

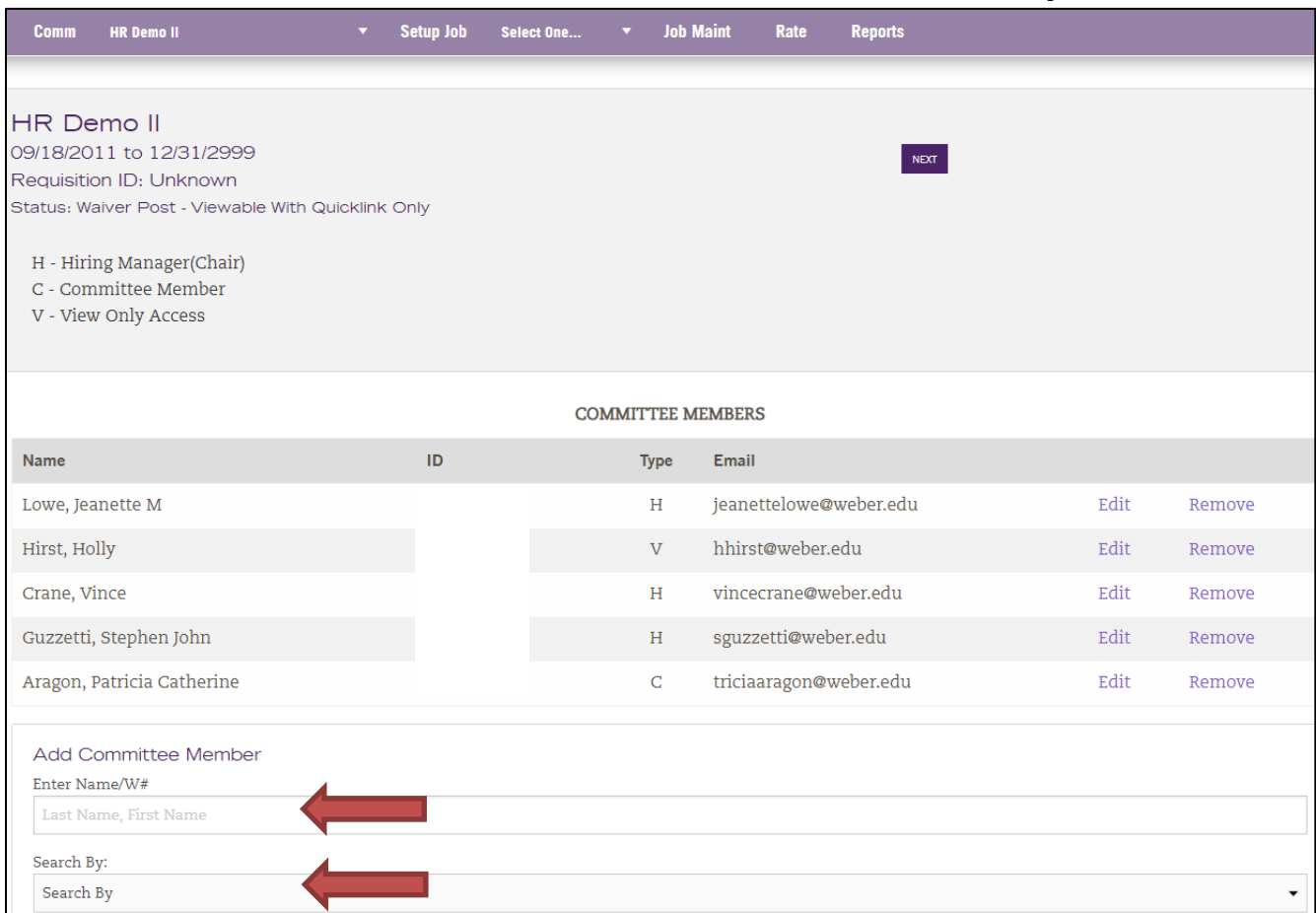
### Setup Job

Before you can evaluate candidates, you must set up the job. You will move through several screens (Committee, Minimum Requirements, Levels of Review, Preferred Criteria, and Preferences).

To begin, select committee from the drop down list and add your committee members. Once you have finished, click the next button to move through the other screens.

There will be short instructions on each page. Be sure to read each instruction. If you have questions, call Human Resources at extension 6034 or 6036.

10. To add members to your search committee, search by name (Last Name, First Name) or W number. Enter the name or W number first and then select either “Name Search” or “W Number” from the drop down box.



Comm HR Demo II Setup Job Select One... Job Maint Rate Reports

### HR Demo II

09/18/2011 to 12/31/2999 NEXT  
Requisition ID: Unknown  
Status: Waiver Post - Viewable With Quicklink Only

H - Hiring Manager(Chair)  
C - Committee Member  
V - View Only Access

#### COMMITTEE MEMBERS

Name	ID	Type	Email	Edit	Remove
Lowe, Jeanette M		H	jeanettelowe@weber.edu	Edit	Remove
Hirst, Holly		V	hhirst@weber.edu	Edit	Remove
Crane, Vince		H	vincecrane@weber.edu	Edit	Remove
Guzzetti, Stephen John		H	sguzzetti@weber.edu	Edit	Remove
Aragon, Patricia Catherine		C	triciaaragon@weber.edu	Edit	Remove

Add Committee Member

Enter Name/W#

Last Name, First Name

Search By:

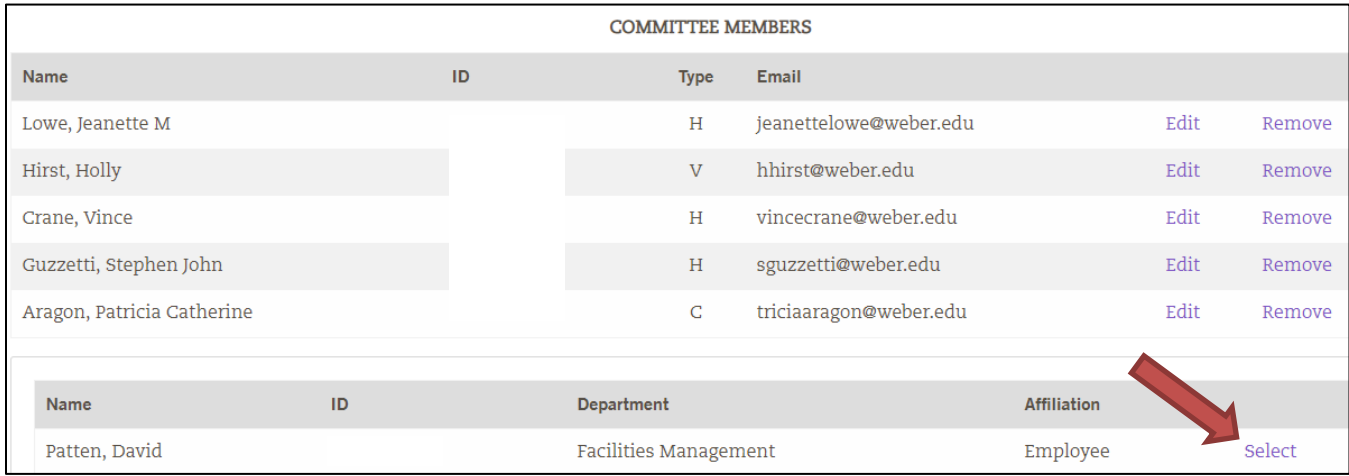
Search By

11. Click on "Select" next to the appropriate name.

COMMITTEE MEMBERS					
Name	ID	Type	Email	Edit	Remove
Lowe, Jeanette M		H	jeanettelowe@weber.edu	Edit	Remove
Hirst, Holly		V	hhirst@weber.edu	Edit	Remove
Crane, Vince		H	vincecrane@weber.edu	Edit	Remove
Guzzetti, Stephen John		H	sguzzetti@weber.edu	Edit	Remove
Aragon, Patricia Catherine		C	triciaaragon@weber.edu	Edit	Remove

Name	ID	Department	Affiliation	Select
Patten, David		Facilities Management	Employee	Select



12. Next, select committee member type. There are three options: Committee Member, Hiring Manager (Chair), or View Only. Committee members can rate candidates. The hiring manager can rate candidates, eliminate candidates, set-up the criteria in the rating system and run committee reports. View Only members can only view criteria. They can't rate candidates. Once you have selected the member's type, click "Add."  
Repeat this process for the rest of the committee members.

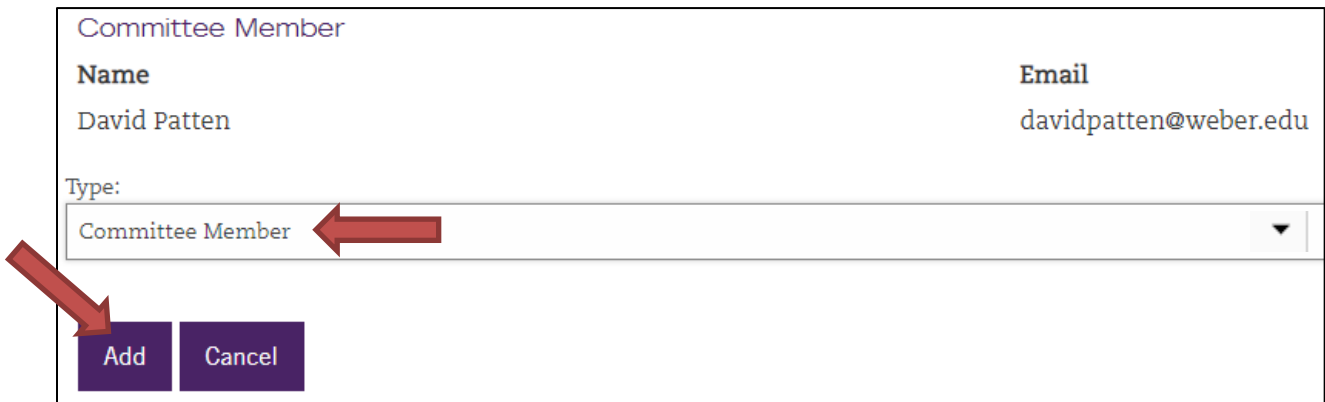
Committee Member

Name	Email
David Patten	davidpatten@weber.edu

Type:

Committee Member

Add Cancel

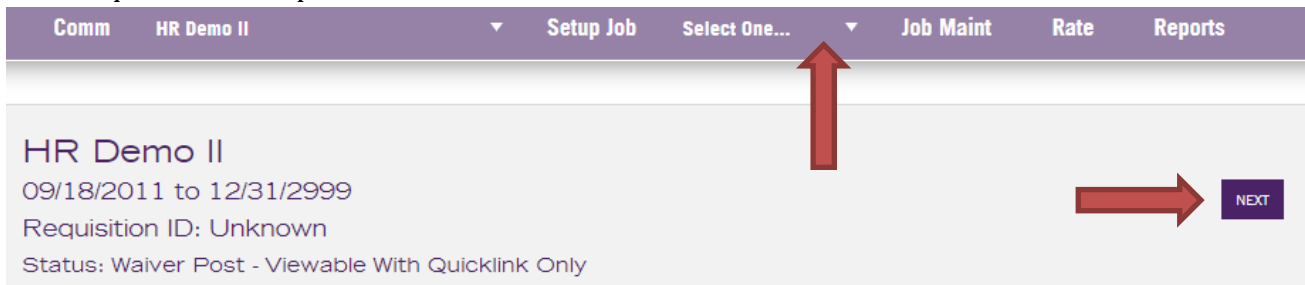


13. When all the committee members have been added, click on the "NEXT" button at the top of the screen or select "Min Req" from the drop down box.

Comm HR Demo II Setup Job Select One... Job Maint Rate Reports

HR Demo II  
09/18/2011 to 12/31/2999  
Requisition ID: Unknown  
Status: Waiver Post - Viewable With Quicklink Only

NEXT



14. Use this screen to add the minimum requirements for the position. Minimum requirements are listed in the job posting on <http://jobs.weber.edu>. Enter the minimum requirements in the text box or select them from the drop down box and click “Add.”

MINIMUM REQUIREMENTS		
Description		
Applied after screening date		
Related experience (1 yr)	Edit	Remove
Associates degree	Edit	Remove
Certification in MS Office	Edit	Remove

Enter minimum requirement

or

Select a min. req.

Add

15. When the minimum requirements have been added, click the “NEXT” button at the top of the screen or select “Levels of Review” from the drop down box. On this screen you will select the levels of review to be used in this search. In Paper Screen you will review applicant materials so you can determine whom you will interview. First interview can be telephone or in-person. 2<sup>nd</sup> interview must be done in-person. When the levels of review have been selected, click the “NEXT” button at the top of the screen or select “Preferred Criteria” from the drop down box.

Comm HR Demo II Setup Job Select One... Job Maint Rate Reports

HR Demo II  
09/18/2011 to 12/31/2999  
Requisition ID: Unknown  
Status: Waiver Post - Viewable With Quicklink Only

Select all levels you will use for this search

- Paper Screen
- 1st Interview
- 2nd Interview

PREV NEXT

**Note:** Once you have selected the appropriate levels for this search, select Preferred Criteria from the drop down.

16. Preferred criteria are the criteria the committee will use to evaluate candidates. Enter each individual criterion in the text box and select at which level of review it will be evaluated (paper screen, first interview or second interview). Enter the weight of each criterion in relation to all the others and click “Add.” Generally, committees use a weight of 5 for low priority criteria, 10 for medium priority criteria, and 15 for high priority criteria. When you are finished adding the preferred criteria, click the “NEXT” button at the top of the screen or select “Preference(s)” from the drop down box.

Comm HR Demo II Setup Job Select One... Job Maint Rate Reports

HR Demo II  
09/18/2011 to 12/31/2999  
Requisition ID: Unknown  
Status: Waiver Post - Viewable With Quicklink Only

PREV NEXT

*\*Note: You need to set levels before you add preferred criteria*

PREFERRED CRITERIA

Description	Used In	Weight	Edit	Remove
1 Written/Oral Communication Skills	Paper Screen	10	Edit	Remove
2 Detail oriented	Paper Screen	10	Edit	Remove
3 Longevity	Paper Screen	5	Edit	Remove
4 Interpersonal communication skills	1st Interview	15	Edit	Remove
5 Teaching Ability	2nd Interview	20	Edit	Remove

Total Weight: 60  
*You must assign a weight for each criterion and indicate which level you will review or begin to review the criterion. The weight is the priority of the criterion (High, Medium, or Low).*

Enter preferred criteria (80 character limit)

or  
Select a criteria...

Used In: Paper Screen

Weight:

Add

**Instruction:** Once you have entered the Preferred Criteria, select 'Preference(s)' from the drop down list.

17. On the preferences screen search committees are allowed to add up to an additional 5% for diversity preference and 5% for internal preference. After you have completed the paper screen, and before you select candidates for interviews, please call Human Resources (x6034) so they can run the diversity report and apply the preference points.

The screenshot shows the 'HR Demo II' preferences screen. At the top, there is a navigation bar with 'Comm', 'HR Demo II', 'Setup Job', 'Select One...', 'Job Maint', 'Rate', and 'Reports'. Below this, the job details are displayed: 'HR Demo II', '09/18/2011 to 12/31/2999', 'Requisition ID: Unknown', and 'Status: Waiver Post - Viewable With Quicklink Only'. A 'PREV' button is visible next to the Requisition ID.

The main section is divided into two columns: 'Diversity' and 'Internal'. Both columns have a dropdown menu set to '2'. Red arrows point to these dropdowns. Below each dropdown is a table of selected criteria.

Rate	Description	Action
2	Ethnicity	<a href="#">Remove</a>
2	Gender (Male)	<a href="#">Remove</a>
4	Gender (Male)/Ethnicity	<a href="#">Remove</a>

Below the table is a section for 'Enter preference criteria' with a dropdown menu set to 'Select criteria...' and a 'Rating' dropdown set to '1'. An 'Add' button is located below this section.

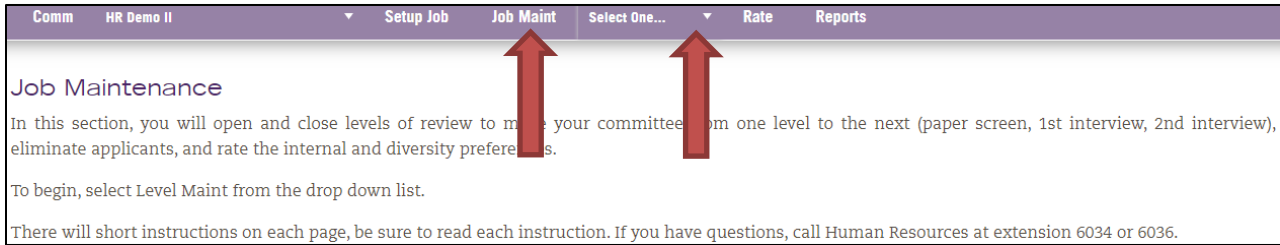
The 'Internal' column has a similar layout but with a text input field for 'Enter preference criteria' instead of a dropdown menu. It also has an 'Add' button.

At the bottom of the screen, there is an 'Instruction' section:

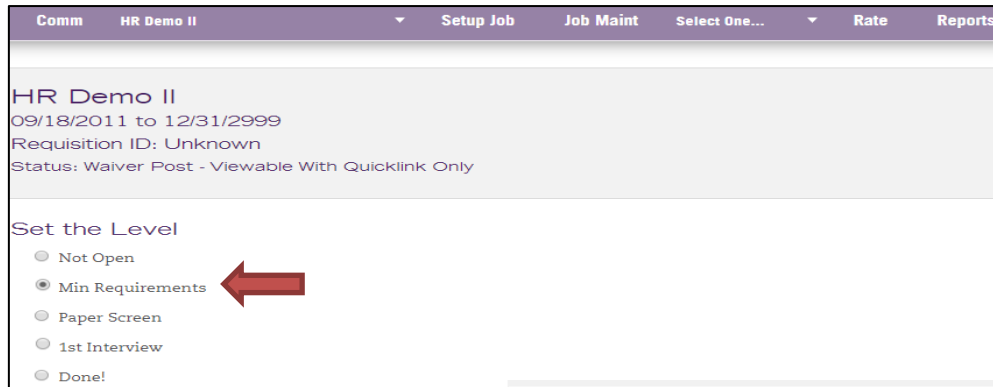
**Instruction:** Once you have set the preferences, click on the 'Job Maint' button from the top.  
WSU PPM 3-5 allows Internal and/or Diversity preference up to 5% each.  
Internal and/or diversity are determined by committee.

## Evaluating Candidates

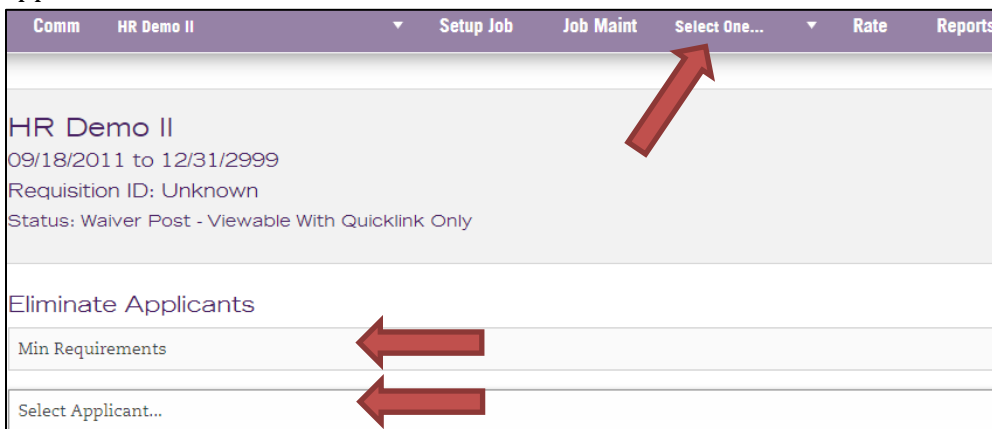
18. When the preference criteria have been entered, click on the “Job Maint” button at the top of the screen and select “Level Maint” from the drop down box.



19. On the left side of the screen, you will see the levels of review that were selected in the “Levels of Review” screen (#15 above). In order to review candidates, the hiring manager will select the “Min Requirements” button. Setting the status to “Min Requirements” allows the hiring manager to review candidates and eliminate those who do not meet the minimum requirements for the position.



20. Select “Eliminate” from the drop down box next to the “Job Maint” button. Next select “Min Requirements” and the applicant to be eliminated.





21. Select the minimum requirement the candidate does not meet and click eliminate.

Eliminate Applicants

Min Requirements

Chris Pa Test, Chris Pa Test - Not Hired (Print Letter)

Chris Pa Test, Chris Pa Test

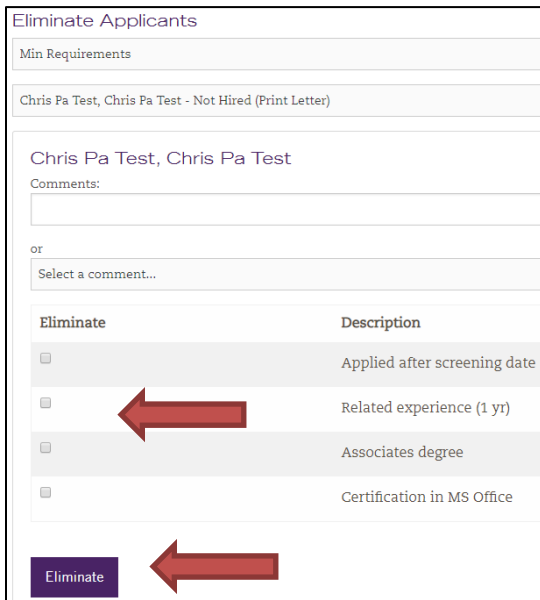
Comments:

or

Select a comment...

Eliminate	Description
<input type="checkbox"/>	Applied after screening date
<input checked="" type="checkbox"/>	Related experience (1 yr)
<input type="checkbox"/>	Associates degree
<input type="checkbox"/>	Certification in MS Office

Eliminate



22. After candidates are eliminated in the Applicant Rating System, they must also be eliminated in PeopleAdmin. Click on the candidate's last name to open their application

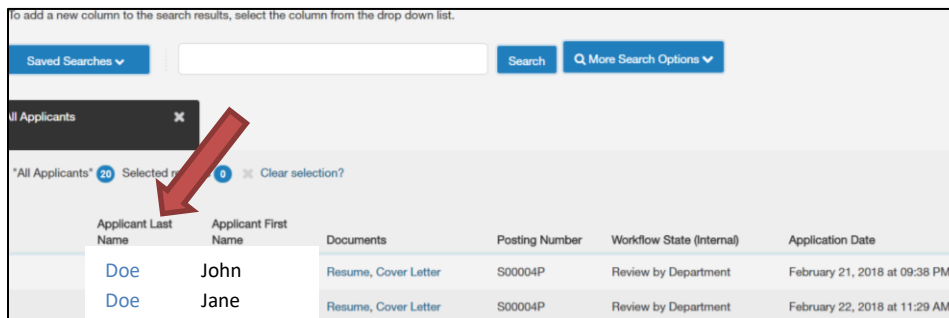
To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search [More Search Options](#)

All Applicants

\*All Applicants\* 20 Selected 1 Clear selection?

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
Doe	John	Resume, Cover Letter	S00004P	Review by Department	February 21, 2018 at 09:38 PM
Doe	Jane	Resume, Cover Letter	S00004P	Review by Department	February 22, 2018 at 11:29 AM



23. On the next screen, hover over the Take Action on Job Application button in the upper right area of the screen and select the appropriate option from the Workflow actions.

Take Action On Job Application

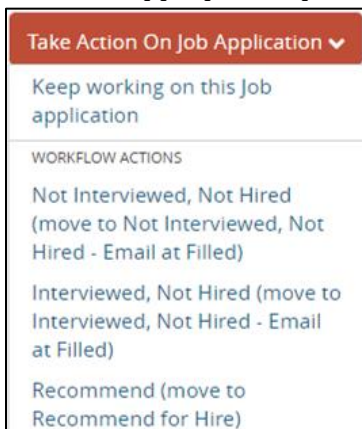
Keep working on this Job application

WORKFLOW ACTIONS

Not Interviewed, Not Hired (move to Not Interviewed, Not Hired - Email at Filled)

Interviewed, Not Hired (move to Interviewed, Not Hired - Email at Filled)

Recommend (move to Recommend for Hire)



24. When all of the applicants have been evaluated for minimum qualifications change the status to Paper Screen in the Applicant Rating System so the committee can begin to evaluate the candidates for the Paper Screen criteria.

Comm HR Demo II Setup Job Job Maint Select One... Rate Reports

HR Demo II  
09/18/2011 to 12/31/2999  
Requisition ID: Unknown  
Status: Waiver Post - Viewable With Quicklink Only

Set the Level

- Not Open
- Min Requirements
- Paper Screen
- 1st Interview
- Done!

25. To rate candidates click the Rate button and select an applicant from the drop down box. After all the applicants have been rated, select the Finished Rating All Applicants button.

Comm HR Demo II Setup Job Job Maint Rate Reports

HR Demo II  
09/18/2011 to 12/31/2999  
Requisition ID: Unknown  
Status: Waiver Post - Viewable With Quicklink Only

Rate Applicants

Select an applicant...

Finished rating all applicants

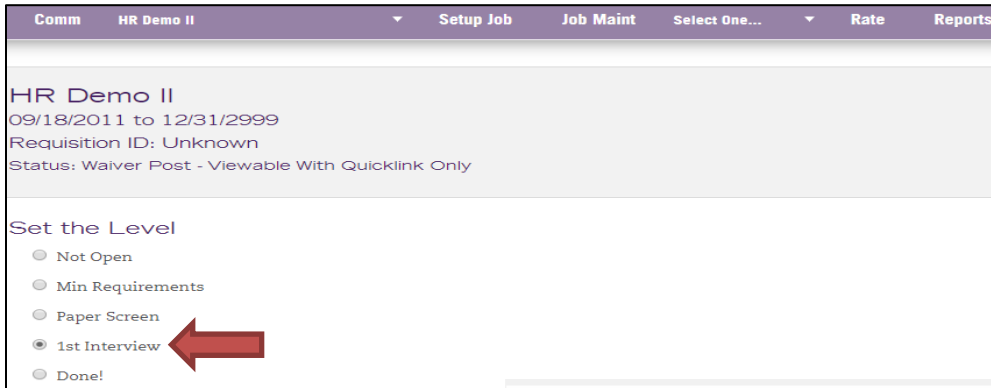
Select reports to view your individual and committee totals. Once your committee has finished rating each applicant, you should schedule a meeting to review the results and determine which candidates will move to the next level of review.

26. Rate the applicants using a 0 to 5 scale, 5 being the highest. If a committee member is unable to be part of an interview or the paper screening process, their individual scores can be averaged with the rest of the committee's ratings by having the absent committee member click on the applicant names, but not doing anything with the ratings. Please note that ratings save automatically. There is no save button.

**Note:** You will rate each applicant for each criterion on a scale of 0-5. (5 is the highest)

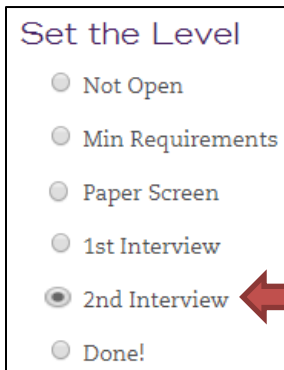
Description	Scale	Level
Written/Oral Communication Skills	3	Paper Screen
Detail oriented	3	Paper Screen
Longevity	3	Paper Screen

27. After the committee has met to review their paper screen scores and decides how many of the top-ranked candidates to bring in for interviews, change the rating level from paper screen to first interview. **Warning: Once the level is moved from Paper Screen to first Interview it can NOT be moved back to paper screen for any reason.** After the committee completes the first round of interviews, they rate the candidates again.



The screenshot shows a web application interface for HR. At the top, there is a navigation bar with tabs: 'Comm', 'HR Demo II', 'Setup Job', 'Job Maint', 'Select One...', 'Rate', and 'Reports'. Below the navigation bar, the main content area displays 'HR Demo II' with a date range '09/18/2011 to 12/31/2999', 'Requisition ID: Unknown', and 'Status: Waiver Post - Viewable With Quicklink Only'. A section titled 'Set the Level' contains a list of radio button options: 'Not Open', 'Min Requirements', 'Paper Screen', '1st Interview', and 'Done!'. A red arrow points to the '1st Interview' option, which is currently selected.

28. After everyone has completed the ratings for the first interview, the search committee will meet again to discuss their top candidates and determine if a second interview is needed. If second interviews are going to be held, conduct the interviews, change the rating level to “2<sup>nd</sup> Interview” and the committee rates again.



This is a close-up screenshot of the 'Set the Level' dropdown menu. It shows the same list of radio button options as the previous screenshot: 'Not Open', 'Min Requirements', 'Paper Screen', '1st Interview', '2nd Interview', and 'Done!'. A red arrow points to the '2nd Interview' option, which is now selected.

29. When a hiring decision is made for the top-ranked candidate, set their status in PeopleAdmin to recommend for hire (see #22 and 23 above). The next work day create a new hire or transfer ePAR (transfer ePARs are for current salaried employees of WSU). The ePAR will circulate for administrative approvals. HR will contact the hiring manager when the approvals have been obtained so that an offer can be extended. If a criminal background check is required, the offer will be conditional pending the results of the background check.

**If you have any questions, please contact Human Resources at ext. 6034**