



MYHR APPLICANT TRACKING SYSTEM

GUIDE TO REVIEWING CANDIDATES AND SCHEDULING INTERVIEWS

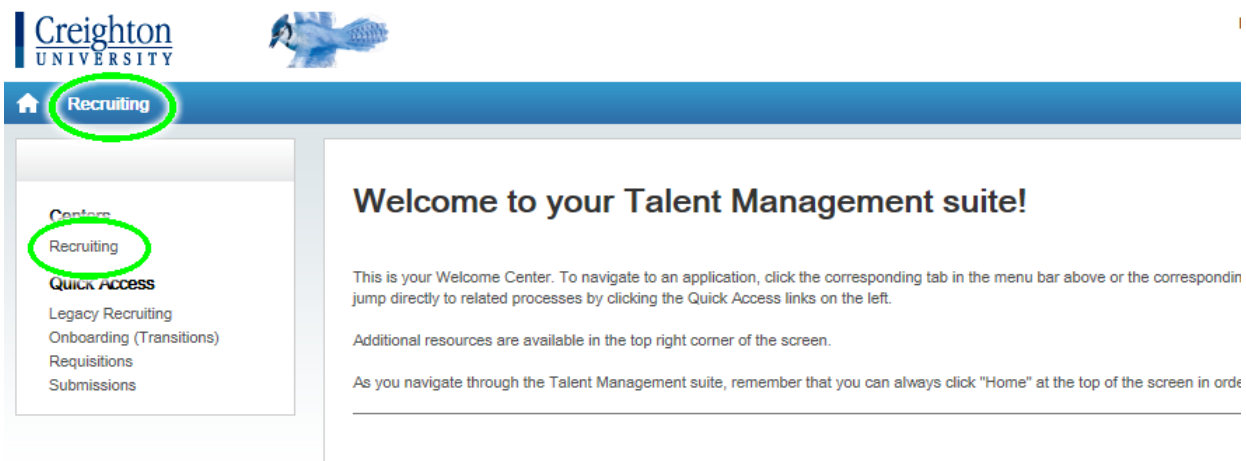
As qualified candidates apply to the position, you will be able to review the application and any attachments associated with the candidate profile. If you have selected collaborators while creating your requisition, they will also be able to review candidate details. As the Hiring Manager, you will have access to either move qualified candidates through the requisition process or disposition candidates that you do not wish to move forward. Within Creighton's applicant tracking system, the hiring manager can schedule and organize interviews. Please follow the steps below to successfully set up your interview, which will notify participants and collaborators, and lead into evaluation management.

Helpful tips when reviewing candidates and/or scheduling an interview:

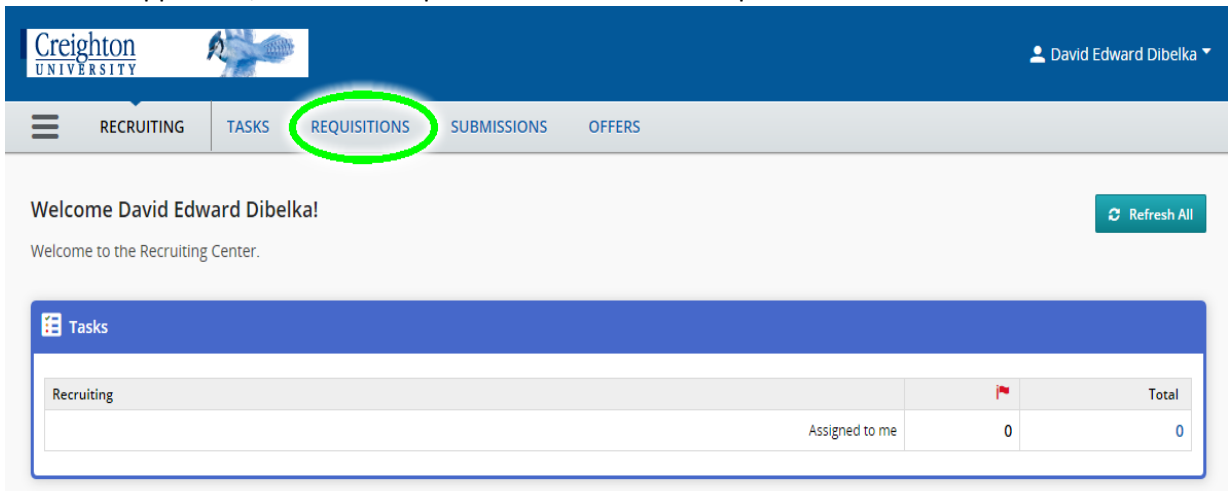
- You will see all qualified candidates for a position, including internal applicants and external applicants.
- If you have questions about what the different disposition selections mean or what types of notifications will be sent to the candidate upon selecting a specific disposition code, please contact your HR Generalist.
- If during the requisition creation process you identified Collaborators or Hiring Manager Assistants, those selected individuals will have access to review the candidate profiles.
- The functionality does exist to set up and schedule interviews during the position requisition creation steps, however it is recommended to hold off until the recruitment is underway and qualified candidates have been identified.
- After the interview, all participants will be sent an electronic evaluation to assess the candidate and those results will be viewable by the hiring manager.

STEPS TO REVIEW CANDIDATES

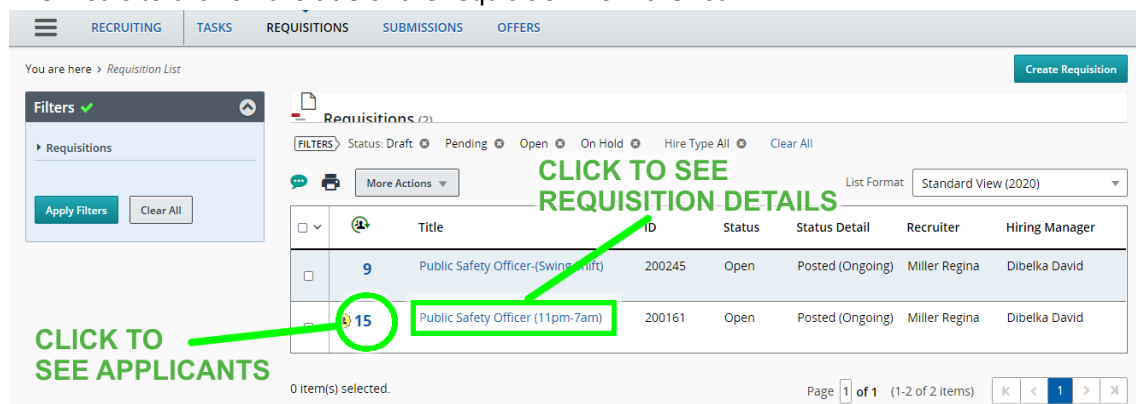
1. Login to the system by clicking the 'Applicant Tracking System' icon in myHR. When the screen loads click either 'Recruiting' link.



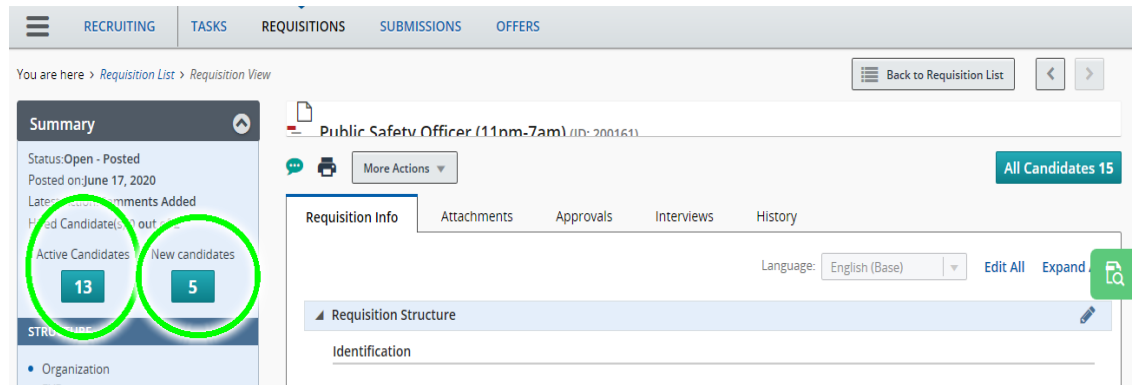
2. To review applicants, first click 'Requisitions' to access the requisitions list.



3. There are a variety of ways to review the list of candidates.
- a. The first is to click on the title of the requisition from the list.



The requisition will open and in the left-hand sidebar you will see two numbers which identify the number of active candidates and new candidates in your pool. Click either to review the list of candidates.



- b. Another way to review candidates is from your Requisition List page. In the **'People'** column, you will see a blue number, which reflects the number of candidates in your pool. To review the candidates, click the blue number.

The screenshot shows the 'Requisitions' page with a table of requisitions. A green circle highlights the blue number '15' in the 'People' column for the requisition 'Public Safety Officer (11pm-7am)'. A green arrow points from the text 'CLICK TO SEE APPLICANTS' to this number. Another green arrow points from the text 'CLICK TO SEE REQUISITION DETAILS' to the title 'Public Safety Officer (11pm-7am)'.

	Title	ID	Status	Status Detail	Recruiter	Hiring Manager
9	Public Safety Officer-(Swing Shift)	200245	Open	Posted (Ongoing)	Miller Regina	Dibelka David
15	Public Safety Officer (11pm-7am)	200161	Open	Posted (Ongoing)	Miller Regina	Dibelka David

4. Under the specific requisition you select, you will now be able to see a list of applicants in the middle of the screen. To review the candidate's application and supporting documents, click on the name of the applicant.

The screenshot shows the 'Submission List' page for the requisition 'Public Safety Officer (11pm-7am)'. A table lists applicants. The name 'Teague, George James (253515)' is circled in green.

	Candidate	Step	Step, Status, Icon	Requirements	Assets	Resi
	Greenfield, Chase Michael (262994)	HM Review	HM Review - Not Selected	2 / 2	0 / 0	US Coll
	Aldrich, David O. (253894)	HM Review	HM Review - Not Selected	2 / 2	0 / 0	US Om
	Teague, George James (253515)	HM Review	HM Review - To Be Reviewed	2 / 2	0 / 0	US Col
	Meng, Thomas Rudolph (253773)	HM Review	HM Review - To Be Reviewed	2 / 2	0 / 0	US Om

5. From the Job Submissions tab, you will use the **'arrow'** icon on the left side of each heading to expand each section to review the candidate profile.

Headers include:

- Personal Information
- Submission Information
- Profile Information
- Experience and Credentials
- Questionnaire
- References

Summary

Teague, George James
United States > Iowa > Council Bluffs

• No other submissions

Submission ☐ General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met: 2/2 Assets met: 0/0

Step: HM Review
Status: To Be Reviewed
Source: Indeed
Date of Application: Mar 25, 2020

MOST RELEVANT EDUCATION

High School Diploma/GED
Thomas Jefferson High School

WORK EXPERIENCE

0 y Sep 2019 - Mar 2020
MMC Contractors

0 y Jan 2019 - Sep 2019
G4S

Submission: Teague, George James for Public Safety Officer (11pm-7am) (ID: 200161)

Job Submission Attachments Interviews History

Language: English

Personal Information

Candidate Personal Information

Internal Candidate	First Name	Middle Name
No	George	James
Last Name	Address (line 1)	
Teague	1111 Kansas St	
City	Zip/Postal Code	Primary Number
Council Bluffs	51501	Cellular Phone
Mobile Phone Number	Email Address	
313-0818-73	james.g.teague@gmail.com	

▶ Submission Information
▶ Profile Information
▶ Experience and Credentials
▶ Questionnaire
▶ References

- To review any attachments that may have been submitted with the application (i.e. *Resume, Cover Letter, Samples, etc.*), click on the **'Attachments'** tab at the top of the page. To open the attachments, click on the title of the attachment.

Summary

Teague, George James
United States > Iowa > Council Bluffs

• No other submissions

Submission ☐ General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Submission: Teague, George James for Public Safety Officer (11pm-7am) (ID: 200161)

Job Submission **Attachments** Interviews History

There are no attachments

- To change the status of the candidate you are reviewing, click **'More Actions'** and select **'Change Step/Status'** from the drop-down menu.

Summary

Teague, George James
United States > Iowa > Council Bluffs

• No other submissions

Submission ☐ General Profile

Submission: Teague, George James for Public Safety Officer (11pm-7am) (ID: 200161)

Job Sub **More Actions** Interviews History

Selection Process
Change Step/Status

Personal Information

Candidate Personal Information

8. A new window will open and under **'Change To'**, you will be able to update the status from the list of drop-down options which include: **'Under Consideration'**, **'Passed HM Screen'**, **'Not Selected'** or **'Applicant Withdrew'**. If this is a candidate you are interested in reviewing further, select **'Passed HM Screen'** from the drop-down list and then click **'Apply and Continue'**. You can also choose to leave a comment here in the designated text box, if you wish.

The screenshot shows a window titled "Change Step and Status" with a close button (X) in the top right corner. It contains the following fields:

- Candidate Name:** Teague, George James
- Requisition Title:** Public Safety Officer (11pm-7am) (200161)
- Currently in:** Step: HM Review, Status: To Be Reviewed
- Change to:** Step: HM Review, Status: A dropdown menu is open, showing options: Under Consideration (selected), Passed HM Screen*, Not Selected*, and Applicant Withdrew*.
- Comments:** A text box with the placeholder "Please enter comments here".
- Buttons:** Cancel, Apply and Continue, and Apply and Close.

9. A new **'Change Step and Status'** window will open, and you will see that under the **'New Step'** header **'Interviews'** has prepopulated, and under the **'New Status'** header, **'To Be Scheduled'** has prepopulated. Click **'Save and Close'** to schedule the interview.

The screenshot shows the same "Change Step and Status" window. The "Change to" section now has the following values:

- Step:** Interviews (selected in the dropdown)
- Status:** To Be Scheduled (selected in the dropdown)

Below the status dropdown, there is a note: ** = completes the step*. The "Apply and Close" button at the bottom right is highlighted with a green rectangle.

STEPS ON SCHEDULING THE INTERVIEW

1. Click the **'Interview'** tab at the top of the candidate profile. In section one **'Interviews and Evaluation Requests'**, click **'Create Interview'**.

Submission: Teague, George James for Public Safety Officer (11pm-7am) (ID: 200161) 🔍

👤 🖨️ More Actions ▾

Job Submission Attachments **Interviews** History

🔼 Scheduled Interview

There are no scheduled interviews.

Evaluation Management Interview

▼ 1. Interviews and Evaluation Requests

Create Interview Edit Resend View Details Cancel

Event Date ▾	Event Type	Details	Participants	Status
Nothing found to display.				

▼ 2. Completed Interviews and Evaluations

2. A pop-up window will appear to allow you to select the type of interview (**'One-on-One'** or **'Panel'**).

What type of interview would you like to coordinate?

☒ One-on-One
☐ Panel

Select predefined data, if relevant

To open a blank interview, click "Create". When creating more than one interview, clicking "Next" will allow you to define additional information.

How many one-on-one interviews would you like to schedule for this candidate?

1 ▾

Create Next Cancel

3. If you select **'Panel'** interview, then select the number of participants from the drop-down menu and then click on the **'Create'** button.

What type of interview would you like to coordinate?

☐ One-on-One

☒ Panel

Select predefined data, if relevant

This information can be modified on subsequent screens.

How many participants would you like to include in this interview?

2

2

3

4

5

6

7

Create Cancel

4. In section one **'Interview Properties'**, give your interview a new title, if desired. Type in the specified **'Location'** for the interview. Under participants click **'Add Participants'**.

Submission: Teague, George James for Public Safety Officer (11pm-7am) (ID: 200161)

More Actions

Job Submission Attachments Interviews History

Scheduled Interview

There are no scheduled interviews.

Evaluation Management Interview

Save & Close Cancel

1. Interview Properties

Interview Title

George Teague Interview

Location

CR 101A

Add to Panel Add Participants

Participants Questionnaires

5. Add participants using the **'Select Internal Participants'** window. Enter a name in the **'Quick Filters'** and click **'Filter'**. Click **'Select'** next to the user name, and click **'Done'** when the user appears in the **'Selected Participants'** list above.

Add Participants

Selected Participants

Jeff Morgan	X
Jessica Weaver	X

Add External Participants

First Name	Last Name	Email Address	
			Add

Done Cancel

Select Internal Participants

Quick Filters

Name: garcia

Email Address:

Keyword:

Filter

Name	Email Address	
Oscar Garcia	51B9740A602A75B2E0538BFD6F0A5049@invalidemail.com	Select
Efren Garcia	5A4DE5DE1C91FEADE05381FD6F0A06B9@invalidemail.com	Select
Ashlynn Garcia	738AD80493627534E05381FD6F0A18F5@invalidemail.com	Select
Montana Garcia	8DC3376C2557E546E05387FD6F0A7731@invalidemail.com	Select
Nicholas Garcia	930D0302F2A40D4EE05383FD6F0A6EB5@invalidemail.com	Select
Gloria Garcia Zarazua	8DC3376C2EB0E546E05387FD6F0A7731@invalidemail.com	Select

If you see an error such as **"The action could not be performed"**, click the **'reset'** icon and search again.

Select Internal Participants

Quick Filters

Name: garcia

Email Address:

Keyword:

Filter

The action could not be performed. Please try again.

Reset the fields to their initial value

IF YOU SEE THIS ERROR, CLICK THE ICON

6. Under your interview, add a Date, and Start and End Time. Select a new Time Zone if needed.

Evaluation Management Interview

Participants	Questionnaires
X Alwin Schutt <5551BC>	
X Jeff Morgan <53EED1>	
X Jessica Weaver <53E>	

Interview Date and Time

to

Time Zone

Friday, August 28, 2020

America/Chicago	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM

7. Add applicable comments or questions in the **'Notes for Participants'** text box, which will be viewable by all of those individuals you identified in the **'Add Participants'** field.

[illegible]

8. In section two **'File Sharing'**, the candidate file and/or requisition file may be selected, which will allow all of your selected participants access to review the applicant's profile and attachments. Then, click **'Save & Close'** at the top.

2. File Sharing

Select which files will be sent to participants.

☒ Candidate file

☒ Requisition file

Submission-specific Attachments*

There is no data to display.

9. This completes the process of 'Coordinating a Candidate Interview'. Scroll back to the top of the page and click **'Save & Close'**.

The screenshot shows the 'Interviews' tab selected. Under the 'Evaluation Management Interview' section, the 'Save & Close' button is highlighted with a green circle. Below this, the '1. Interview Properties' section is visible, with the 'Interview Title' field containing 'George Teague Interview'.

10. The scheduled interview should now appear under section one **'Interviews and Evaluation Requests'** on the **'Interview Tab'**. Both the interview scheduler and interviewer should receive emails that the evaluation has been completed.

The screenshot shows the 'Interviews' tab with a table of scheduled interviews. The table has columns for Event Date, Event Type, Details, Participants, and Status. One result is found.

Event Date	Event Type	Details	Participants	Status
8/28/20 10:00 AM (America/Chicago)	Interview	George Teague Interview	Jeff Morgan, Alvin Schutt, Jessica Weaver	Tentative (3)

Below the table, there is a section for '2. Completed Interviews and Evaluations' with a sub-section for 'Completed Evaluation Questionnaires'.