Step 2: MANAGE, INTERVIEW & SELECTING YOUR CANDIDATE

Note: Should you have a pool of <u>20 or more qualified applicants</u>, and you are hiring only one person for the posting, you should interview a minimum of three (3) candidates. Please refer to Service level agreement.

Applicant Review
Map: Main Menu>Recruiting>Find Job Opening

Applicants can be viewed on line by the hiring team and the additional hiring team members listed during the posting process.

1. Go to Find Job Openings, enter the Job ID. In the status drop down menu select the blank option, click search.
2. Select the job opening title and the Manage Applicants panel will open. The list of applicants for this position will be displayed. Select 'all' from the display drop down menu.
3. Click on the resume icon of the applicant(s) you wish to view.
4. To send applicant materials to hiring team members, select Route and follow the screen instructions.

Members of the Interview Team, who were **not** listed during the posting process as hiring team members or additional hiring team members, can be provided applicant materials through email or by hard copy. To email applicant materials from eRecruit to those not listed you must use the **Forward** option as follows:

1. Click the View All button to see all applicants who have applied for this position.
2. Click on the box next to each of the applicants to be reviewed by the Interview Team.
3. Go to Group Action drop down menu, select **Forward** Applicant, then click Go.
4. Follow the screen instructions to send the email to the search committee member. Type recipient's email address, type subject and use default of **Public** in the Access field. Type message, preview, click return, then send.

Note: To see applicants who are 'UM' students:

1. Click the student column header to sort student status. Applicants will be grouped by how student question was answered. University of Michigan students are designated by 'UM'.

Assign Disposition to Applicants/Interview Process
Please refer to Service Level Agreement.
Note: Dispositions identify an applicant's standing/status during the job opening process. When reviewing applicants to determine who to interview and/or advance to the next level in the hire process:

1. Select candidates by clicking boxes next to name
2. Select 'Change Disposition' from the drop-down list located at the bottom manage applicant page, or you can select 'Reject Applicant' or from this action
3. Select appropriate disposition. *For applicants interviewed for job opening, select status code 060-interview and save.*

Prepare Interview Evaluations
A brief comment regarding the interview must be prepared and entered for each applicant interviewed. This should be a simple statement, 1 to 2 sentences in length of why the applicant was or was not selected for the hire.

Requirement: Complete interview evaluations '*prior*' to submission of job offer. Incomplete evaluations will cause delay in the hire process.

1. From manage applicant page, select applicant interviewed for position by clicking box next to name.
2. From Take Action column, select 'create interview evaluation'
3. Complete following sections (REQUIRED): interview rating, overall rating, recommendations and General Comments section. Please remember general comments should be brief and include why this applicant was or was not selected for position.
4. Submit Evaluation(s).

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