

Select Applicants For Interview

Summary:

Emails are sent to the Hiring Manager notifying them that there are applicants that have been routed to them to review and interview. The Data Coordinator or the Hiring Manager will use their NETID to access the Self Service Home page.

Step 1 - When the Data Coordinator or the Hiring Manager signs into the HRIS Self Service, they will be brought to the Self Service Home page.

-Click on Recruiting/Job Openings title on the menu and then click on the [Review Job Openings/Applicants](#) link.

OR

-Click the [Review Job Openings/Applicants](#) link under the Recruiting/Job Openings section on the portal page to the right.



(See Page A)

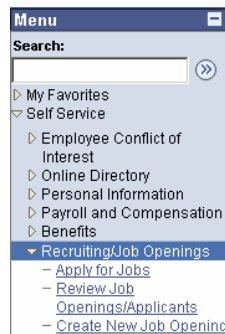
Page A

Step 2 - When the Review Job Openings/Applicants link is clicked, the Browse Job Openings page appears.

-To view applicants for a job opening, click on the [Job Title](#) link under the Job Openings column.

-To view job openings in various statuses, click the down arrow next to the 010-Open field and then click the green arrowed **Refresh** button.

-To view job openings that have been approved within a specific period, click the down arrow next to the Active within View All field and then click the green arrowed **Refresh** button.



Browse Job Openings

[View Drafts](#)

Job Openings

Display: Job Associated to me 010-Open Active within View All

010-Open Job Openings				
Job Opening	ID #	Type	Location	Opened
Police Officer	567882	Standard	Evanston	03/29/2006
Benefits Counselor	567881	Standard	Evanston	03/29/2006
Payroll Assistant	567871	Standard	Chicago	03/20/2006
Benefits Asst 2	567868	Standard	Evanston	03/19/2006
Payroll Clerk	567867	Standard	Chicago	03/19/2006

Select All Deselect All Select Action... Go

[View Drafts](#)

Note Date: 04/05/2006 Audience: Private

Subject:

Notes:

Save & Return Cancel

(See Page B)

Page B

Step 3 - The Data Coordinator or the Hiring Manager can attach notes to any job opening.

-To include a note for a Job Opening do the following:

- Check the box next to the Job Opening field
- Click the down arrow button next to the Select Action field and click on Add Note
- Click the **Go** button
- Enter a Title in the Subject field
- Enter a Note in the Notes field
- Indicate the note to be Private or Public by clicking the down arrow next to the Audience field

OR

- Check the box next to the job opening field, and enter the Subject, Note, and Audience
- Click the **Save and Return** button.

(See Page C)

Page C

Step 4 - When the Job Title link is clicked, the Manage Applicants page appears.

-To review the applicant's resume, click the icon under the Resume column.

-To review the applicant's cover letter, click the icon under the View Cover Letter column.

-To review the applicant's on-line application, click the [View Application](#) link.

-To view notes or attachments, click the [Activity & Attachments](#) link.

-To view the job opening, click the [Job Opening Details](#) link.

-To return to the Browse Job Openings page, click the [Return to Previous](#) page link.

(See Page D)

Page D

Step 4 cont.-When the Activity & Attachments link is clicked, the Activity & Attachments page appears.

-To view notes, click the [Note Details](#) link.

-To add a note, click the [Add Note](#) link.

-To view an attachment, click the [Attachment Name](#) link under the File Name column.

-To add an attachment, click the [Add Attachments](#) link.

-Click the [Save](#) link if notes or attachments are added.

-Click the [Manage Applicants](#) link to return to the list of applicants.

(See Page E)

Job Opening

Posting Title: Supvr Animal Care & Health Job Opening ID: 567886
 Job Opening Status: 010 Open Job Type: Standard
 Job Title: Supvr Animal Care & Health Job Code: 100364
 Position Number: 00036874 Supvr Animal Care & Health
 Business Unit: NWUNV Northwestern Business Unit
 Department: 796500 Ctr for Comparative Medicine

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

Job History | Find | View All | First | 1 of 1 | Last

Date	Subject	Reason	Who
07/12/2005	010-Open	Job/Position Vacated	Sue Kelly

Notes | Find | View All | First | 1-3 of 3 | Last

ID#	Subject	Note Date	Author	Note Details
3	Both Checked out	03/15/2006	Bill Weiss	Note Details
2	Check Reference	03/14/2006	Amy Green	Note Details
1	Education	03/14/2006	Amy Green	Note Details

[Add Note](#)

Attachments | Find | View All | First | 1 of 1 | Last

File Name	Description	Updated	Uploaded By
Competencies.doc	Competencies.doc	03/16/2006 9:51AM	Eileen Sandalow

[Add Attachment](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

Page E

Step 4 cont.-When the Job Opening Details link is clicked, the Job Information page appears.

-To view the position description, click the [Position Description](#) link.

-To view funding click the [Funding Information](#) link.

-To view the job opening, click on the following links:

- [Authorization](#)
- [Job Posting](#)

Note: These pages are display only. Any changes that need to be made must be done by your recruiter/consultant.

(See Page F)

Job Opening

Posting Title: Supvr Animal Care & Health Job Opening ID: 567886
 Job Opening Status: 010 Open Job Type: Standard
 Job Title: Supvr Animal Care & Health Job Code: 100364
 Position Number: 00036874 Supvr Animal Care & Health
 Business Unit: NWUNV Northwestern Business Unit
 Department: 796500 Ctr for Comparative Medicine

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Position Description](#) | [Funding Information](#) | [Job Information](#) | [Authorization](#) | [Job Posting](#)

Job Information

Job Opening Type: Standard Requisition
Created By: 1081230 Bill Weiss
Date Opened: 07/12/2005
Openings to Fill: Limited
Establishment ID: 001 Northwestern University
Business Unit: NWUNV
Position Number: 00036874
Job Code: 100364 Supvr Animal Care & Health
Company: NWU Northwestern University
Department: 796500 Ctr for Comparative Medicine
Location: 4164 Ctr for Comparative Medicine
Recruiting Location: 2 Chicago Campus
Status Code: 010-Open
Status Reason: Job/Position Vacated
Status Date: 07/20/2005
Desired Start Date: 07/12/2005
Date Authorized: 07/12/2005

Send Rejection E-mails Route All Resumes HR Screens Resumes
 Post Salary TBD Minimum to Midpoint Salary Range

Employees Being Replaced | Customize | Find | First | 1 of 1 | Last

Name	EmpID
Angela Brown	1048523

[Position Description](#) | [Funding Information](#) | [Job Information](#) | [Authorization](#) | [Job Posting](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

Page F

Step 5 - The Data Coordinator or the Hiring Manager will review the routed resumes, cover letters and on-line applications and select candidates for interview, put candidates on hold or withdraw candidates.

-The Data Coordinator or the Hiring Manager may enlist a recruiter to phone screen those selected for interview.

-Under the Take Action column, click the down arrow next to the Select Action field and click Select Applicant for Interview.

Job Opening
Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
Job Opening Status: 010 Open **Job Type:** Standard
Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

Manage Applicants | Activity & Attachments | Job Opening Details

Save Previous Job Opening Next Job Opening Return to Previous Page

Manage Applicants | Activity & Attachments | Job Opening Details

Display: All

Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	*Take Action
Beth Jones	22056	11/29/2005		050-Route				View Application	Select Action...
Amin Ali	52192	12/28/2005		050-Route				View Application	Reject Applicant Select Applicant
Alex Brown	20448	12/20/2005	205685	050-Route				View Application	Select Applicant for Offer Select Applicant for Interview
Jessica Knight	6415	12/19/2005		050-Route				View Application	Select Action...
Mia Ohlund	49324	11/08/2005		050-Route				View Application	Select Action...
Allie Sheedy	12347	12/19/2005		050-Route				View Application	Select Action...
Dani Moser	52692	11/21/2005	1040592	050-Route				View Application	Select Action...
Kaylie Melburn	40795	11/16/2005		050-Route				View Application	Select Action...
Eric Majewski	1028	12/01/2005		050-Route				View Application	Select Action...

Select All Deselect All *Group Action: Select Group Action... Go

Manage Applicants | Activity & Attachments | Job Opening Details

Save Previous Job Opening Next Job Opening Return to Previous Page

Page G

(See Page G)

Step 6 - When Select Applicant for Interview is clicked, the Select for Interview page appears.

-The Data Coordinator or the Hiring Manager will document the Screened Applicants by selecting interview, hold, or withdraw.

- **Select an applicant for interview:** Select the status 060-Interview
- **Put an applicant on Hold:** Select the status 100-Hold
- **Withdraw an applicant:** Select status 120-Withdraw

-When finished, click the **Save** button

-To return to the Manage Applicants page, click the [Return to Previous Page](#) link

Note: Clicking the Select for Interview title is the only way to put an applicant on Hold or to Withdraw an applicant.

Disposition Details: Route

Menu
Search:
My Favorites
Self Service
Employee Conflict of Interest
Online Directory
Personal Information
Payroll and Compensation
Benefits
Recruiting/Job Openings
Apply for Jobs
Review Job Openings/Applicants
Create New Job Opening

Applicant Name: Beth Jones **Date Entered:** 9/09/2005
ID: 22056
Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
Job Opening Status: 010 Open **Job Type:** Standard
Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

Save Return to Previous Page

Routing Details
Overall Routing Status: 010-Routed **Status Date:** 03/20/2006
Status Reason:

*Route Date	*Route To	Response Due	Response	Response Date
03/20/2006	Bill Weiss			03/20/2006

Disposition History

Route	Status	Reason	Status Date
Route	010-Routed		03/27/2006

Click icon to edit disposition details

Job Opening ID: 567886 Supvr Animal Care & Health
***Status Code:**
Status Reason: 060-Interview
100-Hold
120-Withdraw
Status Date:

Save Return to Previous Page

Page H

(See Page H)

Step 7 - When the Hiring Manager or Data Coordinator clicks the Save button, the following happens:

-The Disposition changes to the selected status.

-To reject an applicant, the Hiring Manager or the Data Coordinator, clicks the down arrow next to the Select Action field and clicks Reject Applicant.

(See Page I)

Job Opening

Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
Job Opening Status: 010 Open **Job Type:** Standard
Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) [Return to Previous Page](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

Manage Applicants									
Applicants									
Applicant Name	Applicant ID	Application Date	EmplID	Disposition	Status Reason	Resume	View Cover Letter	View Application	*Take Action
<input type="checkbox"/>	Beth Jones	22056	11/29/2005		060-Intw			View Application	Select Action...
<input type="checkbox"/>	Amin Ali	52192	12/28/2005		050-Route			View Application	Select Action...
<input type="checkbox"/>	Alex Brown	20448	12/20/2005	205685	060-Intw			View Application	Reject Applicant Select Action... Select Applicant for Offer Select Applicant for Interview
<input type="checkbox"/>	Jessica Knight	6415	12/19/2005		100-Hold			View Application	Select Action...
<input type="checkbox"/>	Mia Ohlund	49324	11/08/2005		100-Hold			View Application	Select Action...
<input type="checkbox"/>	Allie Sheedy	12347	12/19/2005		060-Intw			View Application	Select Action...
<input type="checkbox"/>	Dani Moser	52692	11/21/2005	1040592	050-Route			View Application	Select Action...
<input type="checkbox"/>	Kaylie Melburn	40795	11/16/2005		060-Intw			View Application	Select Action...
<input type="checkbox"/>	Eric Majewski	1028	12/01/2005		050-Route			View Application	Select Action...

[Select All](#) [Deselect All](#) **Group Action:** Select Group Action... [Go](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) [Return to Previous Page](#)

Page I

Step 8- When reject applicant is clicked, the reject applicants page appears.

-Select a rejection reason by clicking the down arrow next to the status reason field.

When the reason is selected, click the **Submit** button.

(See Page J)

Page J

Step 9 - When the Hiring Manager or Data Coordinator clicks the submit button, the following happens:

-The Disposition changes to the selected status.

-The Take Action column goes back to Select Action.

-When each applicant has been documented, click the [Save](#) link.

Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	Take Action
Beth Jones	22056	11/29/2005		060-Intw				View Application	Select Action...
Amin Ali	52192	12/28/2005		110-Reject	Lacks Other Min Qualifications			View Application	Select Action...
Alex Brown	20448	12/20/2005	205685	060-Intw				View Application	Select Action...
Jessica Knight	6415	12/19/2005		100-Hold				View Application	Select Action...
Mia Ohlund	49324	11/08/2005		100-Hold				View Application	Select Action...
Allie Sheedy	12347	12/19/2005		060-Intw				View Application	Select Action...
Dani Moser	52692	11/21/2005	1040592	110-Reject	Lacks Other Min Qualifications			View Application	Select Action...
Kaylie Melburn	40795	11/16/2005		060-Intw				View Application	Select Action...
Eric Majewski	1028	12/01/2005		110-Reject	Lacks Other Min Qualifications			View Application	Select Action...

(See Page K)

Page K

Step 10 - The Hiring Manager or Data Coordinator can also use the group action function to reject multiple applicants or select multiple applicants for interview.

-To use the group function, click the boxes to the left of the applicant name field for the applicants that should be rejected or selected for interview.

-To select all applicants, click the [Select All](#) link.

-To deselect applicants, click the [Deselect All](#) link.

-Once the boxes are checked, click the down arrow next to the Group Action field and click on the appropriate action.

-When the appropriate action is selected, click the **Go** button.

(See Page L)

Job Opening

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 Job Title: Supvr Animal Care & Health Job Code: 100364
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 Business Unit: NWUNV Northwestern Business Unit
 Department: 796500 Ctr for Comparative Medicine

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) [Return to Previous Page](#)

Manage Applicants | [Activity & Attachments](#) | [Job Opening Details](#)

Manage Applicants

Display: All

Applicants | Find | View All | First 1 of 9

	Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	Take Action
<input type="checkbox"/>	Beth Jones	22056	11/29/2005		050-Route				View Application	Select Action...
<input checked="" type="checkbox"/>	Amin Ali	52192	12/28/2005		050-Route				View Application	Select Action...
<input checked="" type="checkbox"/>	Alex Brown	20448	12/20/2005	205685	050-Route				View Application	Select Action...
<input type="checkbox"/>	Jessica Knight	6415	12/19/2005		050-Route				View Application	Select Action...
<input checked="" type="checkbox"/>	Mia Ohlund	49324	11/08/2005		050-Route				View Application	Select Action...
<input type="checkbox"/>	Allie Sheedy	12347	12/19/2005		050-Route				View Application	Select Action...
<input type="checkbox"/>	Dani Moser	52682	11/21/2005	1040592	050-Route				View Application	Select Action...
<input checked="" type="checkbox"/>	Kaylie Melburn	40795	11/16/2005		050-Route				View Application	Select Action...
<input checked="" type="checkbox"/>	Eric Majewski	1028	12/01/2005		050-Route				View Application	Select Action...

Select All Deselect All **Group Action:** Select Group Action... **Go**

Reject Applicant
 Select for Interview
 Select Group Action...

Manage Applicants | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) [Return to Previous Page](#)

Page L

Step 11 - When the appropriate group action is selected and the Go button is clicked, the appropriate sub page appears:

Reject Applicant Group

-When Reject Applicants is selected, the Rejection page appears.

-Select a rejection reason by clicking the down arrow next to the status reason field.

When the reason is selected, click the **Submit** button.

OR

Select for Interview Group

-When Select for Interview is selected, the Select for Interview page appears.

-The list of applicants selected will be listed.

-Click the **Save and Submit** button to select the listed applicants for interview.

Menu

Search: []

- My Favorites
- Self Service
 - Employee Conflict of Interest
 - Online Directory
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Recruiting/Job Openings
 - Apply for Jobs
 - Review Job Openings/Applicants
 - Create New Job Opening

Manage Applicant: Link to Job Opening

Enter Disposition Information

Status Code: 110 Reject

Status Reason: []

Status Date: []

Another Applicant was Hired
 Another Job
 Ineligible - Basic Eligibility
 Ineligible - Employment Cond
 Ineligible - Min Grade/Salary
 Job Opening Cancelled
 Lacks Other Min Qualifications
 Lacks Required Credentials
 Lacks Required Education
 Lacks Required Experience

Submit

OR

-Click the **Cancel** button or the [Return to Previous Page](#) link to go back to the Manage Applicants page.

(See Page M)

Job Opening

Listed below are the applicants selected for interview. Click the Save and Submit button to select them for interview.

Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
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Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

[Save & Submit](#) [Cancel](#) [Return to Previous Page](#)

Amin Ali

Applicant Name: Amin Ali **ID:** 52192

Alex Pall

Applicant Name: Alex Brown **ID:** 20448

Kaylie Melburn

Applicant Name: Kaylie Melburn **ID:** 40795

Eric Majewski

Applicant Name: Eric Majewski **ID:** 1028

[Save & Submit](#) [Cancel](#) [Return to Previous Page](#)

Page M

Step 12 - When the page is saved the applicants will reflect the appropriate status.

-To view applicants in a specific status, such as 060-Intvw, do the following:

- Click the down arrow next to the Display field where a list of statuses are displayed.
- Click on 060-Interview.

(See Page N)

Job Opening

Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
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Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

[Save](#) [Previous Job Opening](#) [Next Job Opening](#) [Return to Previous Page](#)

Manage Applicants | Activity & Attachments | Job Opening Details

Manage Applicants

Display: All

Applicants: 050-Route, 050-Interview, 070-Offer, 071-Offer Accepted, 080-Ready to Hire, 090-Hired, 110-Reject

Applicant	EmpID	Occupation	Status	Reason	Resume	View Cover Letter	View Application	Take Action
Amin Ali		050-Route					View Application	Select Action...
Alex Brown	20448	12/20/2005	205685	060-Intvw			View Application	Select Action...
Jessica Knight	8415	12/19/2005		100-Hold			View Application	Select Action...
Mia Ohlund	49324	11/08/2005		100-Hold			View Application	Select Action...
Allie Sheedy	12347	12/19/2005		100-Hold			View Application	Select Action...
Dani Moser	52692	11/21/2005	1040592	050-Route			View Application	Select Action...
Kaylie Melburn	40795	11/16/2005		060-Intvw			View Application	Select Action...
Eric Majewski	1028	12/01/2005		060-Intvw			View Application	Select Action...

Select All Deselect All Group Action: Select Group Action... [Go](#)

Manage Applicants | Activity & Attachments | Job Opening Details

[Save](#) [Previous Job Opening](#) [Next Job Opening](#) [Return to Previous Page](#)

Page N

Step 13 - When 060-Interview is clicked, only the applicants that have a status of 060-Intrw will be displayed.

Job Opening

Posting Title: Supvr Animal Care & Health **Job Opening ID:** 567886
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Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

Manage Applicants

Display: All

Applicants | Find | View All | First 1 of 9

	Applicant Name	Applicant ID	Application Date	EmpID	Disposition	Status Reason	Resume	View Cover Letter	View Application	*Take Action
<input type="checkbox"/>	Amin Ali	52192	12/28/2005		060-Intrw				View Application	Select Action...
<input type="checkbox"/>	Alex Brown	20448	12/20/2005	205685	060-Intrw				View Application	Select Action...
<input type="checkbox"/>	Kaylie Melburn	40795	11/16/2005		060-Intrw				View Application	Select Action...
<input type="checkbox"/>	Eric Majewski	1028	12/01/2005		060-Intrw				View Application	Select Action...

[Select All](#) [Deselect All](#) *Group Action: Select Group Action... [Go](#)

[Manage Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

(Page 0)

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