Business Process Document

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Screening Candidates &amp; Applicant Management</th>
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<tbody>
<tr>
<td>Department</td>
<td>Human Resources</td>
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<tr>
<td>Process Purpose</td>
<td>Effectively screen and manage applicants for an open job posting</td>
</tr>
<tr>
<td>Effective Date</td>
<td>April 2022</td>
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<tr>
<td>Revision Date</td>
<td>April 2022</td>
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**Process Overview:**
This document provides best practices for successful screening and management of applicants for an open job posting in OneUSG.

Recruiters, Hiring Managers or any member of a search committee may screen candidates.

**Prerequisites:**
You will need the following information prior to screening candidates:

- ✓ Job Description
- ✓ Application
- ✓ Resume
- ✓ Cover Letter
- ✓ List of References
- ✓ Other Documents (Proof of Certifications)
- ✓ List of screening questions
- ✓ Evaluation criteria

**Step by Step Process:**
1. Log into OneUSG and click on Recruiting Self Service.
   - Job postings and applicant information may be accessed through Manager Self Service; however, you will not be able to utilize all functions (such as editing dispositions) under Manager Self Service.
2. Click on Search Job Openings and perform a search for the Job Opening you are screening for.

Search Job Openings
3. Click on the blue link to the Job Opening. The page will default to the **Applicants** tab.
   - An applicant’s disposition is the applicant’s status with regards to the job opening. These statuses track the progress of an applicant through the recruiting process.
   - Notice the additional tabs that show the various dispositions of all the applicants (All, Applied, Reviewed, Screen, Route, Interview, Offer, Hire, Hold and Reject). You may use these tabs to narrow the applicant list for review.

4. Review the Application details and materials.
   - To review an applicant’s application and/or resume click the appropriate icon in the **Application** or **Resume** column in that applicant’s row.
   - Click on the **Application** icon to view additional details and attachments.
   - Click on the filename links under the **Attachments** section to view the applicant’s resume and other attached documents, such as cover letter and any other required documents.
5. Click the **Questionnaire** tab to review the applicant’s answers to the screening questions.
   - Use the navigation to scroll through each question or to **View All** on one page.

<table>
<thead>
<tr>
<th>Question</th>
<th>Are you legally eligible for employment in the United States?</th>
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<tbody>
<tr>
<td><strong>Answers</strong></td>
<td>Possible Answer</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
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</table>

- Click **Return** when you are finished reviewing the application and questionnaire to return to the **Manage Job Opening** page.

6. Mark Application as Reviewed by clicking on the icon in the **Mark Reviewed** column.

- You will receive a pop-up window indicating that you are successful. Click **OK**.
- Notice the disposition will be updated to “Reviewed”.

7. **Route an Applicant** (optional)- An applicant can be routed to additional recipients and/or the Hiring Team.
   - To route the applicant, click the **Route** icon.

- On the **Route Applicant** page, you may enter a **Reason** for the Routing Status.
- The Manager of the position will auto-fill as a Recipient.
- Use **Add Recipient** to add one person at a time or **Add Hiring Team** to add the full Hiring Team listed on the Job Opening.
- In the **Notification** section, use **Include Attachments** to check any documents the applicant attached for inclusion in the routing.

- Notes in the **Comments** field will be added to the communication for the recipients.
- Use **Preview Notification** to view the communication to the routing recipients.
• Click OK to return to the Route Applicant page.
• Click Submit to finalize your settings.
• Click OK on the success message. It will return you to the Manage Job Opening page.
• Notice that the disposition is updated to “Route”.

8. Schedule an Interview.
• After conducting an initial screening of the applicant, if all minimum requirements are met and an interview is scheduled, enter interview notes (note that the Interview page does not interface with Outlook or other external calendars).
• Click on the Interview icon.

• Enter the Date, Start Time, and End Time for the interview. Be sure to update the Time Zone as it defaults to “Pacific Standard Time”.
• Additional fields in the Interview section are optional and include Interview Type, Applicant Response, and indicators for Notify Applicant and Notify Interview Team.
  o There is a comment field for Interview Schedule Comments that can be accessed by clicking the icon to the immediate right of the applicant Response field.
• Click Add Interviewer to search and add those who will interview the applicant.
  o There are additional fields to documenting the Interviewers’ responses, Interview Schedule Comments, and Notify.
- You may enter location details in the **Location** field.

- Click **Submit**.
- Click **OK** on the success message. The Disposition will not show as “Interview”.
- Click the **Interview** icon again to **Edit Interview Schedule**, **Create New Interview Schedule**, or **Create New Evaluation**.
   - The Interview Evaluation can be used to document comments and ratings for Communication Skills, Education/Training, Work Experience, and Technical Skills.
   - From the Manage Interviews page, click Create New Evaluation.
   - Complete the Date and Interview Type.
   - Down the right side, score and comment on each area.
   - Complete the Recommendation section on the middle left.
   - Click Submit. Click OK on the success message.
   - Click Return on the Manage Interviews page to return to the Manage Job Opening page with the applicant list.
10. Rejecting an Applicant.
   ▪ Rejecting an applicant can be done from several dispositions, including “Reviewed” and “Interview”. To reject an applicant, click on the icon in the **Reject** column.

   ▪ Choose the appropriate **Reason** from the dropdown.

   ▪ Click **Reject**. Click **OK** on the success message. The Disposition is now “Reject”.

11. Preparing a Job Offer.
   ▪ **Verify the applicant’s references** prior to extending a job offer.
   ▪ Once you have selected a candidate, notify your Recruiter to determine appropriate compensation and job offer details. The Recruiter will extend formal offer to selected candidate and send correspondence to rejected candidates.

     ★ Recruiters- see **Preparing a Job Offer Business Process Document for instructions**.