

# PeopleAdmin 7



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*Revised March 2023*

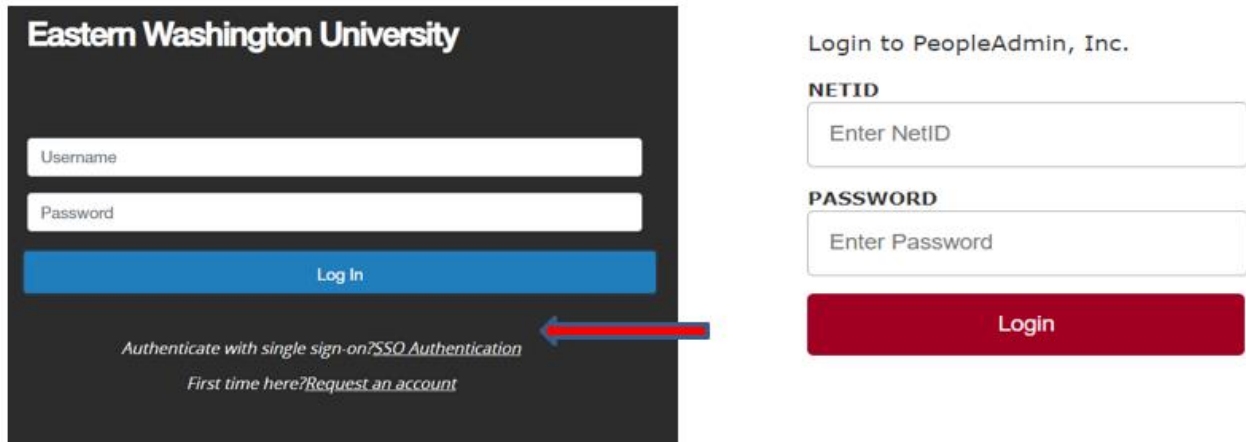
## Introduction & Logging In

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Welcome to Eastern’s online position and application system, **PeopleAdmin 7** (“PA7”). We use the PA7 system to create and submit position descriptions through approved channels, to conduct recruitment activities, provide access to search committees to the applicants, and to initiate hiring proposals.

### Logging In

PeopleAdmin User URL: <https://jobs.hr.ewu.edu/hr/>; after entering the URL, the login screen will appear:



The image shows two versions of a login interface. On the left is the Eastern Washington University PeopleAdmin 7 login screen, which is dark-themed. It has a 'Log In' button and a link for 'Authenticate with single sign-on?SSO Authentication'. A red arrow points to this link. On the right is a standard PeopleAdmin login form with fields for 'NETID' and 'PASSWORD', and a 'Login' button.

To access PeopleAdmin 7 Click SSO Authentication and log-in (red arrow)

- You will use your EWU single sign-on credentials to access PeopleAdmin 7.
- Please ignore the section – Username and Password

### How you access our applicant system as a system “Guest User”

- Login here: <https://jobs.hr.ewu.edu/hr> (same as for EWU employees)
- After step 1, enter your username and password, and click the Log In button.
- Guest username: will be provided in separate email.
- Password: will be provided in separate email
- System will take you straight into the posting and put you on the summary page.
- Click the link for Applicants to see the list of applicants.

### Quick Guides for PA7 Search Committees:

Steps for accessing a candidate pool begins on the next page (page 3).

Steps for recording your assessment of the candidates starts on page 5.

Steps for a Search Chair to record candidates’ status (interview, back up candidate, etc.) starts on page xx.

## A: Accessing and Reviewing the Candidate Pools in the PA7 System.

1. Go to <https://jobs.hr.ewu.edu/hr> and sign in to PA7 using your Eastern SSO username and PeopleAdmin password.
2. If necessary, switch to your Search Committee Member role (role = Group in PA7).

**Explanation:** you may have multiple roles or group functions assigned to you in the PeopleAdmin system. If entering or approving new positions is **\*not\*** a regular function for you, then you will likely have just one primary role as “Search Committee Member.” When you login, you will see a **blue banner** across the top and an indication that you within the **Applicant Tracking** module:



If you see an **orange banner** across the top and **Position Management** listed, then you need to first switch to Search Committee Member role to be able to access candidate pools.

### Steps to Switch to the Search Committee Members role or group:

- Click on the menu arrow where your Current Group is shown (see **dashed red circle** above),
  - Select **Search Committee Members**. If you see a blue banner at the top of your screen as shown above, that’s all you need to do.
  - If you see an **orange banner** and **Position Management** indicated, then switch to the **Applicant Tracking** module...just click on the menu arrow and select **Applicant Tracking**. That’s it!
3. **To find the recruitment and applicant pool**, hover on the link for **Postings**, and select the type of position you will be working with as a Search Committee Member: Classified, Faculty, or Exempt.
  4. The position will immediately populate your screen as shown below; if it doesn’t, that may mean the applicants haven’t yet been certified and moved to the Committee’s queue. Contact HR as necessary.

Classification Title	Working Title	EWU Position Number	Department	Posting Number	Active Applications	Workflow State	Screening to Begin	Actions
Secretary	Secretary - Dean's Office	C99861	24000-Social Sciences	2016001P	17	Posted	10/03/2016	Actions

As you can see in this screenshot, we received 17 applications for a recent Secretary recruitment.

5. Click on the position title to open the recruitment; this puts you on the Summary page, which allows you to view the posting...scroll down and look for the sub-header, *Posting Text*.
6. To get to the Applicants page, towards the top of the Summary page, click on the link for Applicants.

7. You'll see the list of applicants (listed in order by date they applied):

First Name	Last Name	Job Title	Posting Number	Workflow State (Internal)	Last Updated
Kimberly	Masked for to protect candidates' privacy for this search	Secretary - Dean's Office	2016001P	Under Review by Search Committee	September 19, 2016 at 02:40 PM
Stephanie	Masked for to protect candidates' privacy for this search	Secretary - Dean's Office	2016001P	Under Review by Search Committee	September 20, 2016 at 01:41 PM
Vera Lucia	Masked for to protect candidates' privacy for this search	Secretary - Dean's Office	2016001P	Under Review by Search Committee	September 20, 2016 at 07:31 PM

You can change the order of the applicants so they are listed in alpha order by Last Name, by hovering over Last Name, and then clicking on the up-arrow symbol that appears:

You'll see all of these symbols; select the up-arrow as shown in red font: < > ^ v x  
to re-sort the applicants in alpha-order by last name.

### Three Options for View Application Documents:

- Open one application at a time:
  - Click on the applicant's name; scroll down towards the bottom of the screen to find links to their cover letter, resume, etc., **\*OR\***
  - Hover over the **Actions** link for a single applicant (see green dash circle shown in the screen shot above), and then click the link for **View Application** for that single applicant; scroll down the application to find links to their cover letter, resume, etc.
- You can open multiple applications at a time (or all of them) by either clicking the boxes next to First Name (as many as you'd like), or click the box above the list (see red arrow above), to check all of the applicant boxes...then...hover over the **Actions** button (see orange dash circle), and select **Download Applications as PDF**. You will see a list of documents to download, but note that most searches do not ask for all of the documents listed...they are merely shown as a system default.

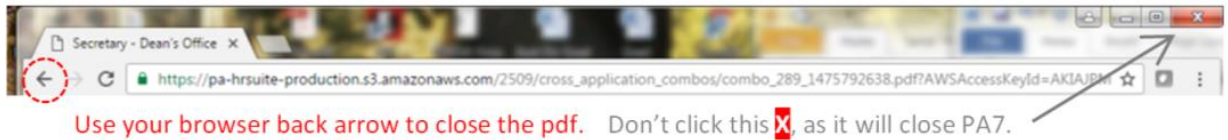
Notice that Application and All Documents is selected as the default; go ahead and click the **Submit** button. The consolidate pdf document will open up, and will allow you to review their *Application Form*, their *Cover Letter*, their *Resume or CV*, and any other documents that the applicant attached.

- You can cause links to appear on the list of applicants page for each document submitted by the applicants by following these steps:
  - Click the big blue button towards the top, **More Search Options**
  - Click in the field Add Columns, scroll down and click on Documents
  - Close the Search Options menu by clicking on the blue button **Hide Search Options**
  - Individual links for the applicants' documents will appear to the far right of their row in the list of applicants:

First Name	Last Name	Posting Number	Documents
Wesley		2018031FP	Cover Letter, Curriculum Vitae, Transcripts, Teaching Philosophy, Research Statement
Elham		2018031FP	Transcripts, Curriculum Vitae, Cover Letter, Research Statement, Teaching Philosophy
Jill		2018031FP	Curriculum Vitae, Transcripts, Teaching Philosophy, Research Statement, Cover Letter

Individual links to applicant documents

When you're done viewing applications, do **\*not\*** close the pdf document; instead, backup out of the document view by clicking your browser's back arrow button (red-dash circle as shown below):



## B. Printing a List of the Candidates; Printing Candidate Application Materials

Option A. Download a simple Excel list of the candidates.

- Open the candidate pool so you're looking at the list of applicants.
- Sort them in alpha-order by Last Name (see page 3 for instructions).
- Select all of the candidates (use the check-box above the candidate list).
- Unselect withdrawn candidates.
- Hover over the big orange button for **Actions** .
- Select **Export Results**; the Excel list of applicants will open up. It includes the following columns of information:
  - **First name**
  - **Last name**
  - **All other columns** – just delete them, as you don't need them for a simple list of candidate names

Option B. Download a list of the candidates which includes the evaluative criteria.

*What are evaluative criteria? They are equivalent to the position qualifications, and are set up in the system by your HR Associate.*

- Open the candidate pool so you're looking at the list of applicants.
- Sort them in alpha-order by Last Name (see page 3 for instructions).
- Select all of the candidates (use the check-box above the candidate list).
- Unselect withdrawn candidates.
- Hover over the big orange button for **Actions** .
- Select **Download Applicant Evaluations**; the Excel list of applicants will open up. It includes the following columns of information:
  - **Applicant ID** – delete this column, you don't need it
  - **First name**
  - **Last name**
  - **Current State** – delete this column, you don't need it

- **All other columns follow a pattern**, where the next column lists an evaluative criteria at the top (with N/A in each candidate row), followed by a column with % in the column header (with “0” in each candidate row); example:

<b>BA in Bus, Acct, or Related</b>	<b>%</b>	<i>And then the next evaluative criteria shows up, followed by another % column and so on and on.</i>
N/A	0	N/A

Get rid of all of the % columns, you don’t need them

You’ll be left with the candidates listed at the far left of the spreadsheet, and then the evaluative criteria stretching out across the top to the right.

For either of these candidate list options, you might need to play with the column widths and row heights to give yourself enough space for your notes, and to get the information to print out neatly on one or two pages.

### Printing Candidate Application Materials

You are strongly encouraged to view the applications **within the system**, rather than printing out the application materials. Why? To help preserve candidate confidentiality and to avoid having candidate materials get into unauthorized hands.

However, there may be circumstances where using application printouts is necessary. Here are the steps for downloading and printing application materials (for these instructions, assume you’re looking at a recruitment with 46 applicants, spread over two pages):

- Login, open the recruitment, go to the applicants tab
- Select the applicants you wish to download by checking the check boxes to the left of their name. If you only want to select 6 applicants, but they’re located across both pages, you can do this by checking the desired applicants on page one, then click on the Next→ link to go to page two, then check the boxes for the individuals needed on page 2.
- If you want to download everybody’s materials at once, follow these steps:
  - On page 1 of the applicant’s list, check the box at the top of the list of names, to the left of the “First Name” column, and all of the applicants on the first page will be selected. Note a status message will appear that shows you’ve selected 30 records out of 46 “Job Apps”
  - To check the applicants on the 2nd page, click on the Next→ link, and then check the box at the top of the list of names. Note that the status message now indicates that you’ve selected all 46 of the applications
- Now hover on the orange Actions button, and select the first option listed under “Bulk” – **Download Applications as PDF** (do \*not\* select the other bulk option, it doesn’t work)
- At this point, you’ll see a default menu allowing you to either download 100% of their materials, or only the documents you select. Consider selecting just cover letter and resume (or CV for faculty searches), otherwise for a large pool, you could end up with a giant multi-thousand page download.
- Then click the Submit button.
- Your computer will churn for a while, then the download should open automatically.
- Note that the download is a pdf view, and not a pdf document.

- If you wish to save the download to refer to it again in the future, right click on the download, select Save As, then name the file before clicking the Save button.
- If you wish to print the download, right click on the download, and select Print.
- If you wish to go back to the Applicants' page, use your browser's back arrow button (top left corner); otherwise, if you want to close PeopleAdmin, click the X in the upper right corner.

## C: Candidate Assessments

The "best practice" for reviewing and assessing the candidates involves the following steps:

- Each committee member independently reviews the applicant documents, and takes notes  
➔ *Your HR Associate can assist by providing a spreadsheet list of the candidates and the qualifications, which forms a convenient template for recording your observations*
- The committee meets, compares notes, and through discussion, reaches a consensus about the candidates, who meets the qualifications, and who will be interviewed
- The search committee chair enters **evaluative data** into the PA7 system reflecting the qualifications offered by the candidates, and their interview status  
➔ *\*Only\* the search chair enters data directly into the system.*
- Search chair notifies the HR Associate when this work is completed.
- HR Associate will seek approval to interview, and will notify the search chair when all approvals come in.

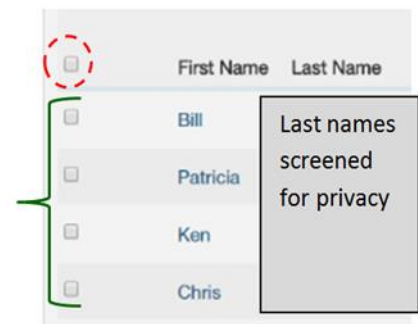
Instructions for the Search Chair: record candidate assessments (evaluations) within the system.

*Remember, only the Search Chair enters evaluative data within the system.*

*If you previously printed out a list of the candidates, and recorded notes on the list regarding how strongly they met the qualifications, then you may skip step 2 below.*

1. Login into PA7 as instructed in prior pages, and follow the steps provided on pages 3 and 4 to access the candidates and their materials.
2. Optional Step. When you are ready to evaluate the candidates and record the evaluative data within the system, first open up the candidates application documents and save the documents as a pdf file to your desktop, as follows:

- Sort the applicants into alpha order by last name.
- Then select groups of applicants by checking the boxes as shown in the screenshot at the right, or select all of the applicants by checking the box at the top (red-dash circle).
- Look at the **Workflow State** for the applicants; if any applicant shows as **Withdrawn**, then un-check their box.
- Hover over the **orange Actions** button, slide down the menu list to the lower section for BULK, and select **Download Applications as PDF**.

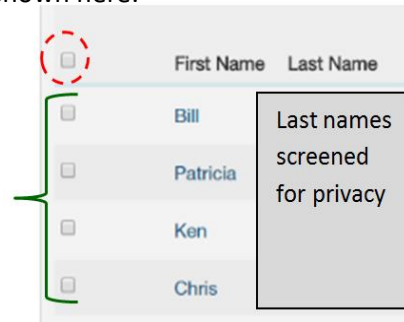


- A menu will appear allowing you to select the documents you wish to see. Note that the system shows you all possible document types, whether or not they are applicable to the position. In

most cases, just check **Cover letter** and **Resume** (or **Curriculum Vitae** for faculty searches), this click the **Submit** button. In about 15 to 30 seconds, the pdf file will open up.

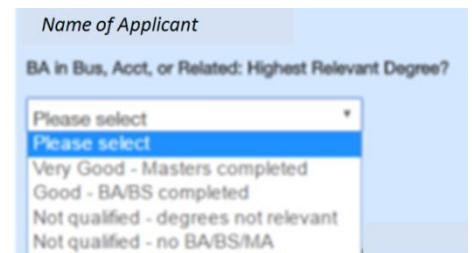
- Right click on the pdf, and select Save As, and save the pdf file to your desktop, under whatever name you'd like to use. A second pdf will open up...leave this pdf open.
  - Go back to the first pdf, and click the left browser arrow to return to the list of applicants.
3. Select the candidates you wish to evaluate – either all of them, or do your evaluations in batches (select 5 or 6 at a time) by clicking the checkboxes as shown here:

- Check the box at the top, to select all applicants, **OR**
- Check individual boxes for applicants

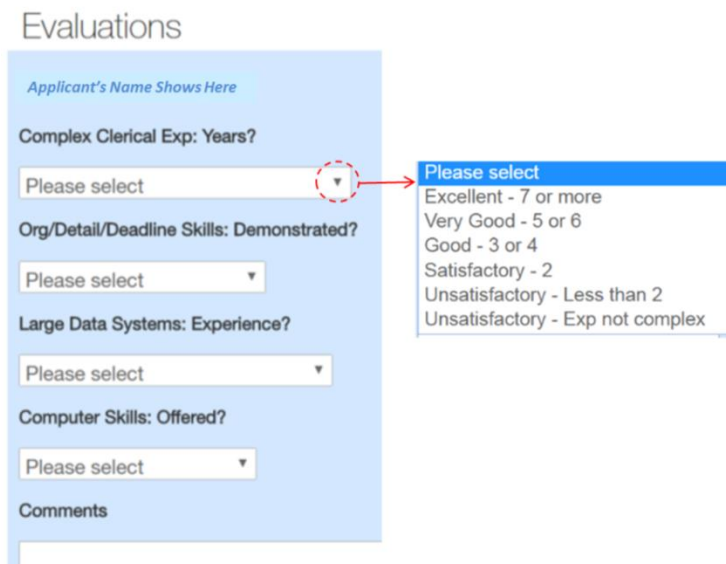


4. Hover the **orange Action** button, then select Evaluate Applicants.

5. You'll see the applicants listed, with the various evaluative criteria under each applicant name. In this example, one of the position requirements was for a degree in business, accounting, or other relevant area. By hovering over the arrow next to **Please select**, a list of options appears. Select the option that applies to the candidate.



Then go on to the remaining evaluative criteria, for each candidate you're working on. Here is another screenshot for an Office Assistant position, showing all of the evaluative criteria:



As you can see in this screen shot, evaluative criteria have been created that correspond to five of the position's required and preferred qualifications.

By following the steps outline in step 2 above (to open and save a pdf file of the candidates' letters and resumes), you will find it easier to move through the list of candidates and respond to each of the evaluative criteria.

Once each of the evaluative criteria have been responded to for the first candidate, then merely scroll down the screen to go on to the next candidate.



6. When you've completed the evaluative criteria (whether you did a group, or all of them, or even one-at-a-time), make sure you click the **Save** button to save the evaluations you've completed.
7. Notify the search committee chair when you have completed your candidate evaluations (that is, for all of the candidates).

Note: at the end of the list of evaluative criteria that are tied to the position qualifications, you will see one additional criteria for marking a candidate's interview status. As an individual committee member, you should skip this step. Only the search chair will mark the candidates' for the interview status, reflecting the committee's consensus as to who is best qualified.

## D: Updating Candidate Statuses

Search committee chairs will update the status of the candidates within the system at two or three points in the process:

- As part of the initial evaluation process, the committee chair will also indicate which candidates are selected for interview, which are backup candidates, and so on. → See section D.(1) *Interview Status Updates*, on the next page (page 10).
- For searches where two interviews are being conducted (preliminary interview via telephone or Zoom/Skype, followed by in-person interviews), after the initial interviews are all done, and after references have been checked, then the committee chair updates the previously interviewed candidates to indicate which candidates will be invited to interview as in-person finalists. Your HRA will move the interviewed candidates to “Assessment for Campus Interview” workflow, to allow you to enter these candidate updates.
- Lastly, the committee chair will update interviewed candidates for their status as to whether or not we wish to hire the candidate. → See section D.(2) *Hiring Status Updates*, on page 11.

**D.(1) Interview Status Updates:** Once the candidates have been reviewed, and the evaluation criteria are ready to be entered into the PA7 system, the search committee chair will record the interview status for each candidate at the same time as the evaluation criteria are entered.

For searches where telephone interviews are being conducted, the telephone status criteria show up when the candidates are still in workflow state Under Review by Search Committee. It will be the last criteria listed in this section of the system. In other words, when you’re in the system recording the evaluations of the candidates for all of the various qualifications, at the end of the qualifications, you will also see the telephone interview criteria...and so you go ahead and mark the desired interview status at this point.

If you mark candidates as not meeting one of the required qualifications, you do not need to enter any other evaluative data related to the job qualifications. However, you still need to mark them for their interview status, by selecting the status of “Does not meet requirements.”

When a search committee is ready to request campus interviews, the search committee chair must notify the appropriate Human Resources Associate (“HRA”) to move the candidates to workflow state, Assessment for Campus Interviews. Once the HRA has moved the candidates as described, then the HRA will prompt the search chair to log back into the PA7 system to record what campus interview status applies to the candidates (reflecting the committee’s consensus – campus interview or no campus interview).

The table on the next page provides an overview of the interview statuses a search chair will select from for each individual candidate.

**Possible candidate statuses – will the candidate be interviewed?**

For searches using telephone interviews, the choice in candidate statuses includes the following:	When search committees are ready to request approval of campus interviews, the choice in candidate statuses includes the following:
Yes – best qualified	Yes – best qualified
Backup candidate	Backup candidate
No – not as qualified	No – not as qualified
Doesn't meet all of the required qualifications	No – unsatisfactory tel interview (this option isn't applicable if you didn't conduct telephone interviews)
	No – unsatisfactory references
	Withdrew

Once the search chair has updated the candidates' statuses in the system, then he/she must notify HR that this work is completed.

HR will then contact the relevant managers and AAEO to request permission to interview. When the approvals have come in, HR will notify the search committee to go ahead and schedule/conduct the interviews.

When all of the interviews are completed, the committee will meet and determine who should be formally recommend for hire; prior to requesting approval of a hire, you **\*must\*** complete reference checking, if this was not completed earlier in the recruitment process.

Additionally, if your department, division, college, etc., has any special protocols to follow prior to making a recommendation for hire, then ensure those are completed as well. For example, for faculty searches, either the Search Chair and/or Department Chair must meet with the Dean and ensure the Dean is in agreement regarding the recommended hire.

**D.(2) Hiring Status Updates:** Once the interviews are done, references are checked, protocols are completed, then the search chair notifies Human Resources that they are ready to recommend a hire. At this point, the HRA will bulk-move the candidates to a new workflow state, **Assessment for Hiring Pool**, which then allows the search chair to update the candidates' status using the following criteria:

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Yes - Best Qualified</li> <li>• Backup Hire</li> <li>• No - Not as Qualified</li> <li>• No - References</li> <li>• No - Interview</li> <li>• Withdrew</li> </ul> |
|---|

**Important:** For the candidate you wish to hire, and who is marked as "Yes – Best Qualified," the search chair will also enter the reasons why the top candidate is best qualified within the system, usually about five or six reasons. Use the comment box within the system for this purpose. Comments do not need to be entered for any of the other Hiring Pool statuses.

When this work is completed, notify the relevant HRA.

## E: Wrapping up the Search

Human Resources reviews the candidate hiring status updates, then advises the committee and/or department as to when the job may be offered. HR will provide guidance as to salaries and other procedures to follow related to hiring at that time.

**\*\*Most important**, once the verbal offer has been made and accepted, then someone needs to notify HR of the happy news. Who makes this notification is dependent on who is authorized within the business unit to make the verbal job offer. When HR is notified that a verbal offer has been accepted, then HR will update each candidates' status within the system:

- **Recommended for Hire**
- Backup Hire
- Interviewed, No Longer Under Consideration

Moving the top candidate to the state, **Recommended for Hire**, triggers the system Hiring Proposal template to open up, which is completed by other parties (this is not search committee or search chair work). For example, in the Colleges, it is the College Administrative Specialist who completes the system Hiring Proposal.

When the system Hiring Proposal is completed, and routed for all required electronic approvals, the Hiring Proposal is routed back to HR for finalization of the offer letter and/or contract.

**At this point, your work as a search committee member is almost done!** Your remaining task as a search committee, is to gather up all of your notes and any other records you created as part of the search, and forward back to HR for archiving. Please send materials back from the entire committee, not from individual committee members. You do not need to printout any records/information you entered into the PA7 system, just notes you created outside of the system.

**Lastly, see the next page for “Quick Guides” – simple checklists to remind you of the steps to follow for reviewing and evaluating candidates!**

## Quick Guides:

### Find your candidate pool

- Login here: <https://jobs.hr.ewu.edu/hr>
- Enter your username (same as your EWU single sign-on username)
- Enter your password (first time users: either the word password or same as your username)
- You will be taken to the “Applicant Tracking” side of the system
- Hover over the link for **Postings**, and select the type of position (Faculty, Classified, or Exempt)
- You will see your search position listed; click on the title link
- You will be taken to the posting Summary page; you can scroll down and view the job posting here

### Viewing candidate documents

- From the Summary page, click on the link for Applicants and you’ll see the applicants listed in order by the date they applied
- Sort the applicants into alpha order (optional step): hover over the Last Name column label, and click on the link that looks like an upside-down V
- View the applicants and their documents – 3 options:
  - **NEW: Set up links on the Applicants page for each document submitted by the applicants.**
    - Click the big blue button towards the top, **More Search Options**
    - Click in the field Add Columns, scroll down and click on Documents
    - Close the Search Options menu by clicking on the blue button **Hide Search Options**
    - Individual links for the applicants’ documents will appear to the far right of their row in the list of applicants (you would need to repeat these steps each time you login).
  - **View Applicant Documents One-at-a-Time (useful when you have just 5 minutes for reviewing):**

Click on an applicant’s name; scroll down and view their basic application data; links for their attached documents are found at the bottom of the applicant page
  - **Download and View Documents for Multiple Applicants, as a Consolidated PDF view:**
    - Click the checkbox next to applicants’ names to select multiple applicants, **OR**, select all of the applicants by click the checkbox at the top of this column
    - Hover over the orange Actions button, and select **Download Applications as PDF**
    - A menu appears allowing you to select which documents you wish to view; please note:
      - All system document options are listed; this doesn’t mean all of these documents were submitted by the candidates
      - Consider selecting just Cover Letter and Resume (or CV for faculty and Dean searches) for your initial review
    - Once you’ve selected the documents you wish to view, click the Submit button
    - After a few moments, a PDF View opens; note that this isn’t a PDF File; to convert to a PDF file that you can access later, right-click on the PDF View, and save it to your desktop.
    - Return to the Applicants page by clicking your browser’s **back arrow**

## Assess the candidates – do they meet the required and preferred qualifications?

- Find your candidate pool and go to the Applicants page
  - ➔ As discussed above, do **\*not\*** sort the candidates into alpha order – the evaluation page will only present the applicants in their original order by date they applied
  - ➔ If you didn't already create and save a pdf document consisting of the application materials (in original order, not alpha order), you may wish to do that now, so you can easily refer back to the applicant documents as you evaluate each applicant. On the other hand, if you took notes during your review of the applicants, then you may not have a need to create a pdf document consisting of the application materials.
- When you're ready to begin recording your evaluations, hover over the orange Actions button, and select Evaluate Applicants
- Look at the left side bar, which lists links to several phases of evaluation. For the initial evaluation and recording assessments of the candidates, you should be within the [Under Review by Search Committee](#) page; if not, click on that link in the left side bar.
- You'll see each candidate listed, one after the other. Under each of the candidate names, you'll see the evaluative criteria created by your HR Associate (which matches the position qualifications).
- For each candidate, enter your assessment for each evaluative criteria, by clicking on the criteria menu-arrow, and selecting the appropriate response
  - ➔ The Comments box that appears for each candidate should **\*not\*** be used unless you are specifically directed to do so by your HR Associate; keep in mind that your online evaluations and any comments you enter are considered public information; therefore, comments (if any) should always be professional, non-derogatory, factual, and job relevant
- Please note: for searches conducting telephone interviews, you will also see a telephone interview status criteria for each candidate in this same section of the system. The telephone status criteria will be listed immediately under the qualifications evaluative criteria. The search chair is responsible for recording the candidates' interview status. The telephone interview status criteria looks like this:

### Telephone Interview?

- Yes - Best Qualified
  - Backup candidate
  - No – not as qualified
  - Doesn't meet all of the required qualifications
- Once you've responded to the evaluative criteria for each candidate, scroll back through the list of candidates, and double-check that you've recorded responses for each criteria for each candidate
- Save your evaluations by clicking the Save button (appears at the top and bottom of the Evaluations page)

## Mark the candidates' for their campus interview or hiring status

- Notify your HR Associate when you're ready to record the candidates' status with regard to campus interviews or at the end, when you're ready to recommend a candidate for hire. Your HRA will move the candidates to an appropriate workflow state to allow you to mark the candidates for their status – Interview? Backup? ... and later on, Recommend Hire? Backup hire? ... and so on.
- When HR notifies you that the candidates have been moved, then log back in, find your candidate pool and go to the Applicants page
- Select the candidates – all of them, or some, based on the following:
  - For first interview, select all candidates except for any with a “Withdrawn” status
  - For searches where two interviews are being conducted (telephone and campus), for the second interview only select the candidates who were selected for the telephone interview
  - For hiring, only select the candidates who are still under consideration
- Hover over the orange Actions button, and select Evaluate Applicants
- Use the left side bar to navigate to the appropriate section as follows:
  - Assess for Campus Pool – for searches where we are only conducting a campus interview, and/or for searches where the telephone interview has been completed and now you're ready to conduct campus interviews
  - Assessment for Hiring Pool – at the end of the process, when you're ready to mark finalists for the hiring status
- Go through the list of candidates, and record their campus interview (or hiring) status, by click on the menu-arrow and selecting the appropriate response; for example:

### Assessment for Campus Interview

- Yes - Best Qualified
- Backup candidate
- No – not as qualified
- No – unsatisfactory references
- No – unsatisfactory interview
- Withdrew

### Assessment for Hiring Pool

- Yes - Best Qualified
- Backup candidate
- No – not as qualified
- No – unsatisfactory references
- No – unsatisfactory interview
- Withdrew

The wording of these statuses can vary from recruitment to recruitment, depending on the unique needs associated with individual recruitments; if you have any questions, contact your HR Associate.

- Once you've entered a status for all of the candidates, click the Save button
- Notify HR that you completed this work; at this point, HR will work to get permission to interview and/or permission to hire for the selected candidate(s); HR will notify you when all of the permissions have come in.