

Interview-Related Functions

Log Candidate Interview Dates

At this time, Committee Chairs/Hiring Managers will continue to schedule interviews with candidates as they have in the past. They communicate with the Search Committee to determine their availability to conduct interviews. Once a date and time is agreed upon, the Chair/Hiring Manager will contact the candidate directly (via phone and/or email) to schedule an interview.

NOTE: Log the interview meeting date and time in the OHC. This allows you to send email reminders to everyone about the interview(s).

When the candidate confirms his or her attendance, return to your list of Interview candidates in the OHC to record the meeting date and time.

- From the Interview List, click **Unscheduled** for the appropriate candidate.

	Name	Phone	Veteran	ClaimVet	Action Date	E-References	Status	Rating
<input type="checkbox"/>	Jackson, Michael B	(281) 425-6375	No	N	06/08/2022	N/A	Interview Unscheduled	No Rating
<input type="checkbox"/>	Straight, George	2814256375	Yes	Y	06/08/2022	N/A	Interview Unscheduled	No Rating

- On the Interview Details page, enter the date, time, location, and names of the Search Committee members in the Interviewer field (contact HR for additional setup if name does not appear). Click **Save** when you are finished. You will receive an email with option to add the interview to your calendar.

Schedule Interview
Person ID: 5402993

Interview Details

* required fields are marked with asterisk

Interview Date * 05/02/2022

Location Select a location

Start Time * 6:00 PM to End Time * 7:00 PM

Interviewer Search interviewer(s)

Central Time (US & Canada)

Cancel Save

Send Email to Remind Candidates of Their Interviews

Because you logged the interview details, you can send an email reminding each candidate of the date and time of their scheduled interview.

- From the Dashboard, select the candidate that you want to send a reminder to. Then Click Actions – Send Notice.

Requisition Detail
Assistant Payroll Manager (FY202100003) [Open](#)

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates

Interview : 2
9 TOTAL
Referred : 7

Interview Actions

Name	Phone	Veteran	Claim/Vet	Action Date	E-References	Status	Rating
Jackson, Michael B	(281) 425-6375	No	N	06/08/2022	N/A	Interview Scheduled for 06/16/2022 7:30 AM	No Rating
Stright, George	2814256375	Yes	Y	06/08/2022	N/A	Interview Scheduled for 06/18/2022 10:00 AM	No Rating

- Click the magnifying glass to search notification templates. Select the Interview Confirmation template.

Send Notice
Adams, Morticia (Person ID : 5402718)

Cancel Send

Notice Details
* required fields are marked with asterisk

Notice *

Find a Notice Template

Select Notice Templates

Cancel

Name	Description
Generic Rejection Letter	Generic Rejection Letter
Interview Confirmation	Email notification to candidate to confirm the date, ...
Invite to Self-Schedule for Interview	Invite to Self-Schedule for Interview
Oral Interview Confirmation Notice	Oral Interview Confirmation Notice

Showing 1 - 4 of 4 items

- A preview of the notice will appear. To edit this message prior to sending, click Override.
For example, you can include the Zoom details to the candidate(s). You may also want to include the address information to the location of the interview, if it will be an in-person meeting.
To preview your message, click Sample Candidate. When you are ready to send the message, click Send.

Send Notice
Adams, Morticia (Person ID : 5402718)

Cancel Send

Notice Details
* required fields are marked with asterisk

Notice *

Interview - Confirmation

Notice Preview

Override

Template Sample Candidate

Search Committees

Identifying Search Committee Members

Hiring managers and Committee Chairs will continue to email their list of recommended committee members to the appropriate supervisors in the chain of command. Once the members of the committee are approved and completed the required online training, HR will enter their names in the OHC's electronic requisition form.

Providing Committee Members Access to Applicants

To allow Search Committee members to view and/or rate applications for a position, managers must move all candidates from Referred to Review status and assign the members access in the Review and Interview hiring steps (see Set Up Interview Rating section). If a member of your committee is not able to view the applications, please contact Human Resources.

Questions/Assistance

If you have questions or need assistance, contact the Human Resources Office.

Set Up Interview Ratings

The interview questions were devised to see if candidates possess the desired knowledge, skills, abilities and experience to successfully perform the job. The questions can be condensed into categories, and those categories can be used as the interview rating scale criteria.

You have the option to set up a rating system for interviews. The interview rating is based on a 5-star rating scale, with 5 being the best. To set up the interview criteria:

- On the OHC home page, click the position that you are interviewing for in the My Candidates section.

Req #	Requisition Title	Candidates	Division	Department	Hiring Manager	Created On
FY202100004	HR Assistant	4	President's Office	Human Resources	Nardia Leonce	05/05/2022

- Select the Hire Workflow tab and click Customize Workflow.

Requisition Detail
Adjunct - Business HC (FY202100038)

Requisition Information Approvals **Hire Workflow** Candidates History

Hire Workflow

Customize Workflow

Step	Step Name	Active	Total
1	Referred	4	4
2	Review		0
3	Interview		0
4	Offered		0
5	Hired		0
	Rejected		0

- In the Interview step, click the pencil to edit the rating scale.

Customize Hire Workflow

1 Referred

2 Review

3 Interview

4 Offered

Add Step

- On the Step Details tab, enter the Pass Point minimum and turn the Rating Criteria on. Pass Point refers to the minimum number of stars the interviewing candidate must receive to move to the second round of interviews or to be recommended for hire (e.g., 4 out of 5 stars).

Interview

Cancel Save & Close Save & Continue

1. STEP DETAILS ✓ 2. SCHEDULING ✓

Step Details

* required fields are marked with asterisk

Name *
Interview

Display Status to Candidate As

Raters [Populate Search Committee](#)
Start typing to find a rater.

Comment

Evaluate Using

Pass/Fail
 Star Rating
 Percentage

Scale

5 Stars
 10 Stars

Pass Point
★★★★☆ 4 Stars

- When the Rating Criteria is on, enter a Rating Criteria Name (e.g., a specific skill or qualification that you are looking for) and Description. For instance, a rating criterion could be “Supervision” and the description, “Does the candidate have experience supervising others?” Check the Required box to require a response to this criterion. Select Add Rating Criteria to add more.

Rating Criteria ON

Rating Criteria Name * Budget Required

Description
Does the candidate have experience with helping to manage a budget?

Add rating criteria

- To enable Search Committee members to also submit ratings for the candidates, add them as raters in the Raters section. Click the Populate Search Committee link or search for members by clicking the magnifying glass or typing the names in. Contact the Human Resources Office if you cannot find a member’s name. Select Save and Continue.

Interview

Cancel Save & Close Save & Continue

1. STEP DETAILS ✓ 2. SCHEDULING ✓

Step Details

* required fields are marked with asterisk

Name *
Interview

Display Status to Candidate As

Raters [Populate Search Committee](#)
Start typing to find a rater.

Comment

Evaluate Using

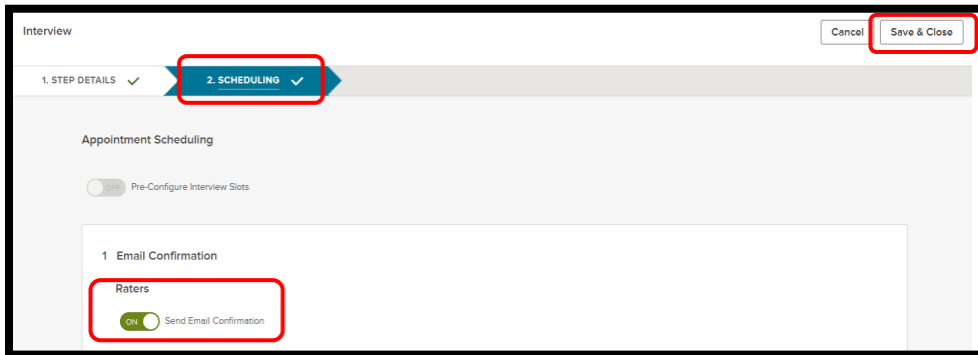
Pass/Fail
 Star Rating
 Percentage

Scale

5 Stars
 10 Stars

Pass Point
★★★★☆ 4 Stars

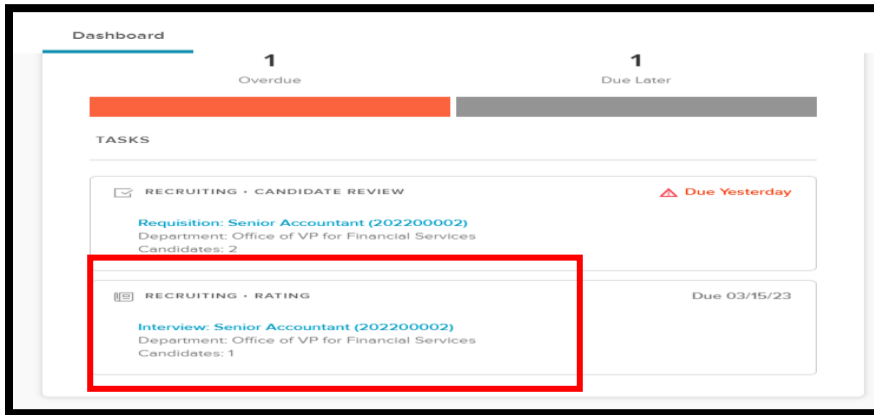
- On the Scheduling tab, ensure the Rater button is turned on. This will send a notification to the Raters letting them know they have a task to complete. Click Save & Close.



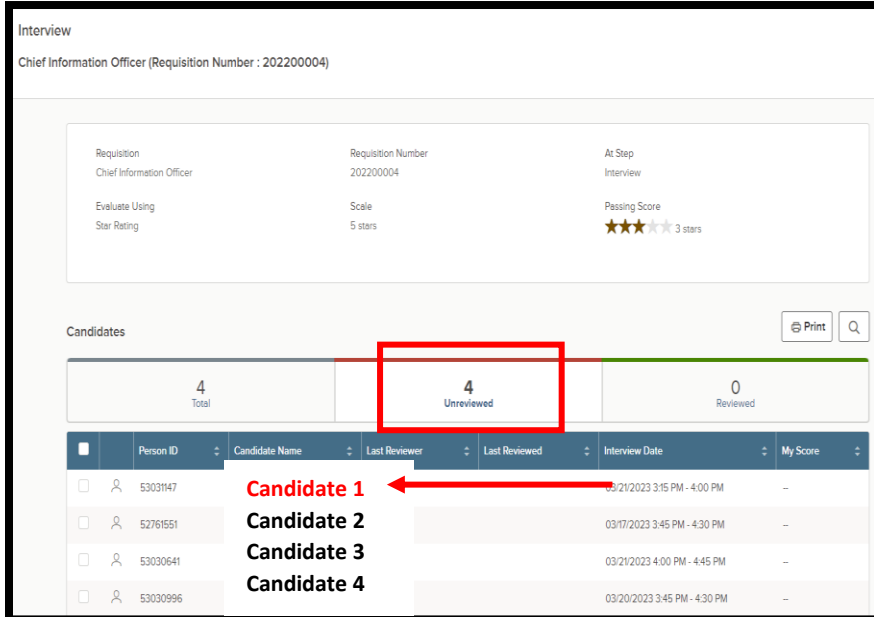
TIP: Hiring managers can follow this same process in the Review step in the hiring workflow to create rating criterion for members to consider when they initially review applications.

Rate a Candidate After the Interview

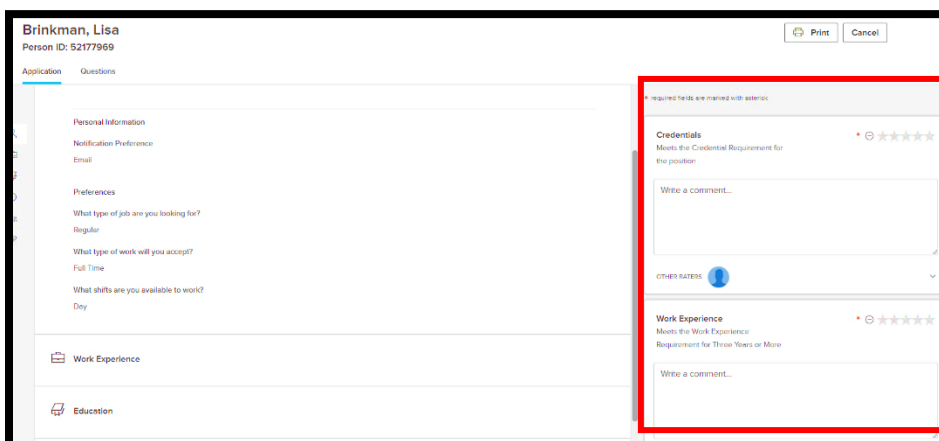
- From your Dashboard, click the correct position under the Recruiting – Rating section.



- The below screen will open. Click the Unreviewed tab to view eligible candidates. Click on the candidate's name to rate each individual.



- This opens the candidate's application and your ability to Rate. The rating criteria appears on the right side of the screen.



- Enter your comments and star ratings. If you do not want to display the comments, select Hide Comments. Click **SUBMIT**.
- A summary of your ratings will appear. The overall ratings will now populate in the My Score column for each candidate that was rated.

Requisition Senior Accountant	Requisition Number 202200002	At Step Interview
Evaluate Using Star Rating	Scale 5 stars	Passing Score ★★★★★ 3 stars

Candidates
Print

1 Total	0 Unreviewed	1 Reviewed
------------	-----------------	---------------

☐	Person ID	Candidate Name	Last Reviewer	Last Reviewed	Interview Date	My Score
<input type="checkbox"/>	52177969	Brinkman, Lisa M	Conya Wampler	03/08/2023	03/08/2023 9:00 AM - 9:30 AM	★★★★★ 4.33

<< < > >>
Showing 1 - 1 of 1 items

- To see ratings by each rater, click on the stars. You will see the following display.

← Back to Requisition Detail

RATING
Brinkman Lisa , (PersonID: 52177969)

Interview [Hide Comments](#) AVERAGE SCORE ★★★★★ 4.50 Pass

	<div style="display: flex; align-items: center;"> <div> <p style="font-size: small; margin: 0;">Conya Wampler</p> <p style="font-size: x-small; margin: 0;">03/08/2023</p> <p style="font-size: x-small; margin: 0;">★★★★★ 4.33 avg</p> <p style="font-size: x-small; margin: 0;">Send back to rater</p> </div> </div>	<div style="display: flex; align-items: center;"> <div> <p style="font-size: small; margin: 0;">Jamie Green</p> <p style="font-size: x-small; margin: 0;">03/08/2023</p> <p style="font-size: x-small; margin: 0;">★★★★★ 4.67 avg</p> <p style="font-size: x-small; margin: 0;">Send back to rater</p> </div> </div>	Overall Score
Credentials	★★★★★ 4.5	★★★★★ 5	4.75
Work Experience	★★★★★ 4	★★★★★ 5	4.50
Personal Traits	★★★★★ 4.5	★★★★★ 4	4.25