

PeopleAdmin: Evaluating Candidates

After selecting “View Applicants”, a new page will load with a list of all who have applied for the position:

Posting: Executive HR Director (Faculty/Staff)
Current Status: Closed
Position Type: Faculty/Staff | Created by: Laura Syfrett
Department: Human Resources | Owner: Human Resources

Summary | History | Applicants | Reports | Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

Saved Searches [v] [input] Search [Q] More Search Options [v]

All Applicants [x]

"All Applicants" 1 Selected records 0 Clear selection?

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input type="checkbox"/>	Mouse	Mickey		AS12P	Under Review by Department/Committee	November 07, 2017 at 02:29 PM

Actions [v]

- GENERAL
- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BULK
- Download Applications as PDF

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Click the orange “Actions” tab to perform the next action (i.e. view application, evaluate candidate, etc.) on the candidate profile.

Click the “Review Screening Question Answers” for an overview of individual or total pool answers.

Summary | History | Settings | Applicants | Reports | Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

Saved Searches [v] [input] Search [Q] More Search Options [v]

All Applicants [x]

"All Applicants" 2 Delete this search? Selected records 0 Clear selection?

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input type="checkbox"/>	Account	System		AS24P	Under Review by Department/Committee	February 08, 2018 at 09:46 AM
<input type="checkbox"/>	Syfrett	Laura		AS24P	Human Resources Initial Review	February 08, 2018 at 11:37 AM

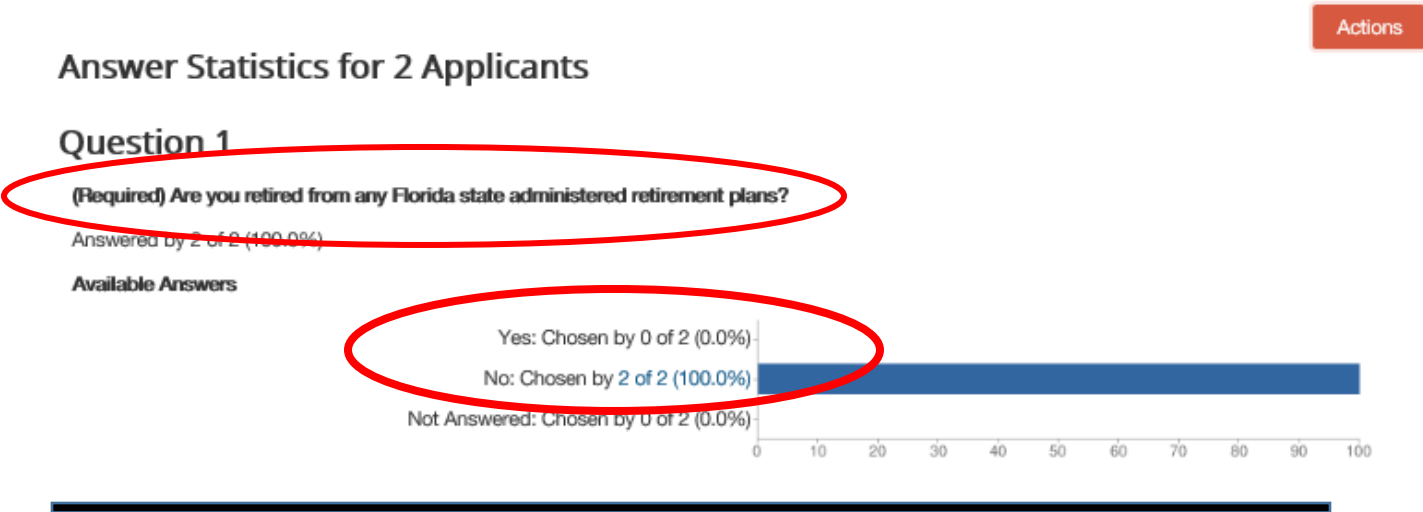
Actions [v]

- GENERAL
- Review Screening Question Answers
- Download Screening Question Answers
- Export Applicants without Email
- Export results
- BULK
- Move to Posting

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/gulfcoast-sb.peopleadmin.com/hr/postings/659/supplemental_answers

A basic screening question and answer follow:



Next, click the "Evaluate Candidates" tab. (This to be performed on each candidate).

PeopleAdmin
APPLICANT TRACKING

Home Postings Applicants Hiring Proposals My Profile Help

Laura Syfrett, you have 0 messages. Human Resources logout

Postings / Faculty/Staff / HR Data Tech Test (Posted - External Access) / Applicant Review

Posting: HR Data Tech Test (Faculty/Staff) Edit
Current Status: Posted - External Access

Position Type: **Faculty/Staff** Created by: **Laura Syfrett**
Department: **Human Resources** Owner: **Human Resources**

Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- + Create Posting Template from this Posting

f t in

Summary History Settings Applicants Reports Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search More Search Options

All Applicants

"All Applicants" 1 Delete this search? Selected records 0 Clear selection?

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application
<input type="checkbox"/>	Syfrett	Laura		AS25P	Human Resources Initial Review	February 08, 2018

Actions

- GENERAL
- Evaluate Applicants
- Download Applicants
- Evaluations
- Review Screening


The evaluative criteria questions, along with the answers, may be reviewed by either clicking on “Review Application”, “Evaluative Criteria Details”, or “Download Screening Answer Details”. An example of each follows:

The screenshot shows the PeopleAdmin interface. At the top right, there are buttons for 'Inbox', 'Watch List', and 'PeopleAdmin'. Below these is a dropdown menu for 'APPLICANT TRACKING'. The main navigation bar includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A user notification for 'Laura Syfrett, you have 0 messages.' is visible, along with a 'Human Resources' dropdown and a 'logout' link. The breadcrumb trail is 'Postings / ... / Evaluate Applicants / Laura Syfrett / Evaluative Criteria Details', with the last item circled in red. Below the breadcrumb, the job application details are shown: 'Job application: Laura Syfrett (Faculty/Staff)', 'Posting: HR Data Tech Test', 'Posting Number: AS25P', 'Department: Human Resources', and 'Current Status: Human Resources Initial Review'. A link for 'Evaluative Criteria Details and Overrides' is also present.

* Required Information

Workflow State: Human Resources Initial Review

Reviewer Name	Work Standards	Planning and Organizing	Comments
Laura Syfrett	Achievement and pride, qualitative and quantitative excellence, positive rapport with others	Interruptions are to be expected, stopping and starting new projects and tasks depending upon business needs	What a great candidate!
Average Score			
Total			N/A

 **Posting: HR Data Tech Test (Faculty/Staff)** [Edit](#)
Current Status: Posted - External Access
Position Type: **Faculty/Staff** | Created by: **Laura Syfrett**
Department: **Human Resources** | Owner: **Human Resources**

- Take Action On Posting ▼
- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- ➕ Create Posting Template from this Posting
- [f](#) [t](#) [in](#)

[Summary](#) | [History](#) | [Settings](#) | **[Applicants](#)** | [Reports](#) | [Hiring Proposals](#)

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▼ Search More Search Options ▼

All Applicants ✕

'All Applicants' 1 ✕ Delete this search? Selected records 1 ✕ Clear selection?

Actions ▼

(Actions)

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions
<input checked="" type="checkbox"/>	Syfrett	Laura		AS25P	Human Resources Initial Review	February 08, 2018 at 04:03 PM	GENERAL View Application

NEW FEATURES

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾ Search [More Search Options ▾](#)

All Applicants ✕

"All Applicants" 1 ✕ Delete this search? Selected records 0 ✕ Clear selection?

Actions ▾

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input type="checkbox"/>	Syrett	Laura		AS25P	Human Resources Initial Review	February 08, 2018 at 04:03 P

- GENERAL
- Evaluate Applicants
- Download Applicants
- Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export applicants without Email
- Export results

A "weight" is assigned to each evaluative criteria question:

Laura Syfrett, you have 0 messages. Human Resources ▼ [logout](#)

Postings / Faculty/Staff / **HR Data Tech Test** (Posted - External Access) / Edit: Evaluative Criteria

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Supplemental Questions
- ✔ Documents Needed to Apply
- ✔ Internal Posting Docum...
- ✔ Hiring Authority Certi...
- ✔ Search Committee
- ✔ Evaluative Criteria**
- ✔ Guest User
- Summary

Evaluative Criteria

[Save](#) [<< Prev](#) [Next >>](#)

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Included Evaluative Criteria

[Add a Criterion](#)

Category	Description	Weight	Workflow State	Status
General	How do you rank this candidate's written communication?	10	Human Resources Initial Review	active ✕
Work Standard	How well would this candidate interact with existing staff and welcome new team members?	5	Human Resources Initial Review	active ✕

Evaluative Criteria [Edit](#)

1. Written Communication

State: Human Resources Initial Review

Weight: 10

- Unacceptable (0.0 points)
- Below Average (2.0 points)
- Average (4.0 points)
- Above Average (6.0 points)
- Superior (10.0 points)

2. Diversity

State: Human Resources Initial Review

Weight: 5

- Excellent (10.0 points)
- Substandard (0.0 points)
- Average (4.0 points)

To assign points from the interview, click “Evaluate Applicant” to populate the “Evaluative Criteria” box.

The screenshot shows the top navigation bar with the user name 'Laura Syfrett, you have 0 messages.' and a 'Human Resources' dropdown menu. Below the navigation bar, the breadcrumb trail reads 'Postings / ... / Business Affairs Test 3 (Posted - External Access) / Applicant Review / Laura Syfrett Human Resources Initial Review'. The main content area is divided into three sections. On the left, there is a sidebar with the job application details for 'Laura Syfrett (Faculty/Staff)', including contact information and department. The middle section is the 'Evaluative Criteria' box, which is highlighted with a purple circle. It contains two evaluation questions: 'Diversity: How well would this candidate interact with existing staff and welcome new team members?' and 'Written Communication: How do you rank this candidate's written communication?'. Both questions have a 'Please select' dropdown menu. On the right, there is a 'Take Action On Job Application' dropdown menu with several options, including 'Evaluate Applicant', which is circled in red. A red arrow points from the text above to the 'Evaluate Applicant' button, and a purple arrow points from the text above to the 'Evaluative Criteria' box.

Here, use the drop down menu to score the applicant. Then, click “Save”.

The screenshot shows the same applicant review interface as above, but with the 'Evaluative Criteria' box updated. The 'Diversity' question now has a dropdown menu set to 'Excellent'. The 'Written Communication' question has a dropdown menu open, showing options: 'Please select', 'Unacceptable', 'Below Average', 'Average', 'Above Average', and 'Superior'. A red arrow points from the text above to the 'Save' button at the bottom right of the 'Evaluative Criteria' box. The 'Overall: N/A' status is visible in the top right of the 'Evaluative Criteria' box. The bottom of the page shows a 'Personal Information' section with an 'Edit' link.