

Recruiting Solutions User Guide – Participant Role

PeopleSoft 9.2



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Written by the North Dakota University System, February 2020.

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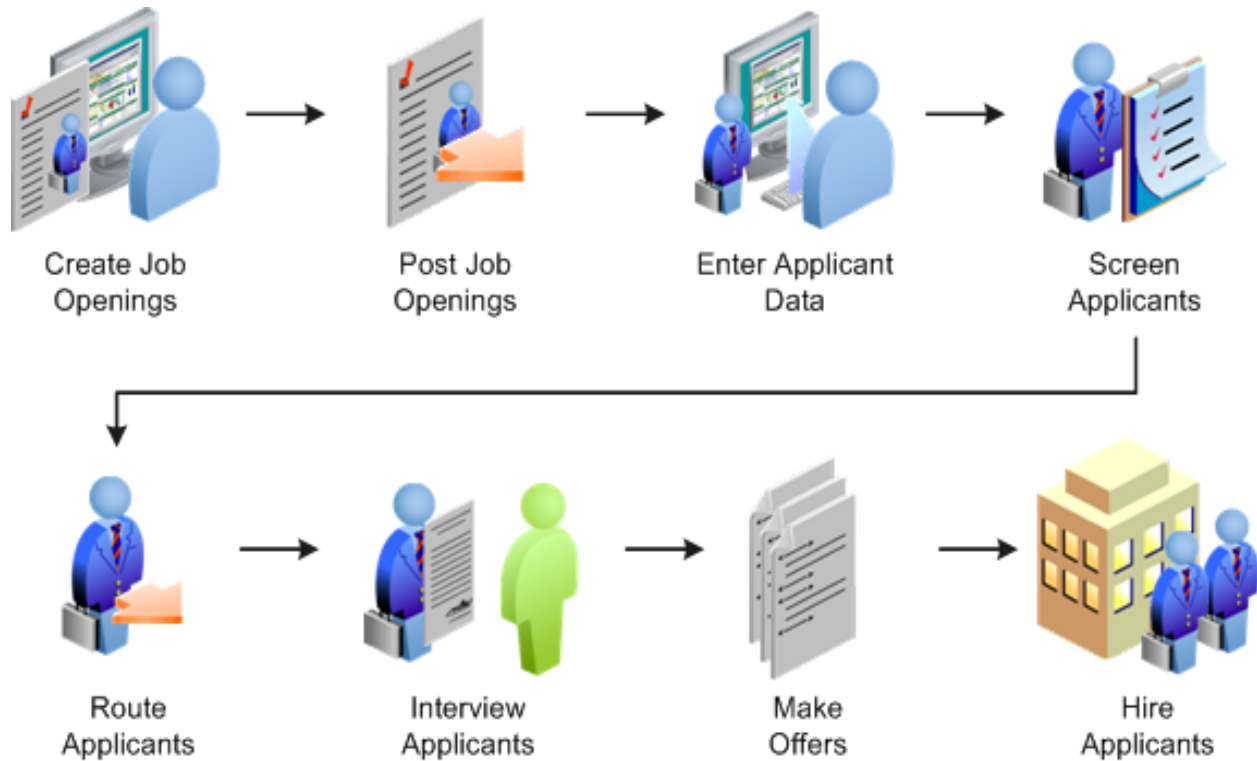
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INTRODUCTION

This user guide is intended for the role of Participant on the use of PeopleSoft HCM Recruiting Solutions v9.2 functionality in the NDUS environment.

RECRUITING PROCESS OVERVIEW

This graphic represents the high-level Recruiting Solutions processes in PeopleSoft.



Create Job Openings	Users create job openings; defining qualifications, creating questionnaires, establishing screening rules, creating posting content, and identifying the hiring team.
Post Job Openings	Users post jobs to Candidate Gateway, Campus websites, external job boards, and social media sites.
Enter Applicant Data	Applicants apply for job openings through Candidate Gateway
Screen Applicants	Users run screening processes to calculate applicants' qualification scores.
Route Applicants	Users send applicant information to interested parties and solicit feedback on next steps.
Interview Applicants	Users schedule interviews and solicit feedback from interviewers.
Make Offer	Users prepare offers for the selected candidates.
Hire Applicants	Users finalize the hiring of the selected candidates.

USERS INVOLVED IN THE RECRUITING PROCESS

There are a number of different user roles involved in the Recruiting Solutions processes. Each role has different access in the system. A user in the system may be designated with more than one role.

Recruiter	Recruiters have access to the full set of recruiting activities for the job openings they are associated with, and the applicants that have applied to those job opening.
Hiring Manager	<p>Hiring Manager is the term used in PeopleSoft for the role of Search Committee Chairs and Members, and for department level administrators who are responsible for creating job openings.</p> <p>Hiring Managers have access to a majority of the recruiting activities for the job openings they are associated with, and the applicants that have applied to those job opening.</p> <p>The primary difference between Recruiters and Hiring Managers is that Recruiters have additional access to search for Applicants, and Applications. Whereas Hiring Managers do not have access to these functions.</p>
External Applicant	External Applicants are non-employees who can search for and apply for Job Openings through the external Candidate Gateway.
Employee Applicant	Employee Applicants are active employees who can search for and apply for Job Openings through Employee Self Service – Careers.
Participant	Participants refers to any employee who is designated to participate in the recruiting processes in some way: as Approvers, as Interviewers, as Evaluators of applicants Open Ended Questions.
HR	Human Resources will generally be responsible for processing the final Hire of the selected candidates through the ND Hire process.
Recruitment Administrator	Recruitment Administrators are the central CTS administrators who will have access to all Job Openings and Applicants. They will be responsible for overriding Approval processes, and running certain other recruiting processes that affect the system globally.

BASICS

Here are some basic FAQs regarding Recruiting Solutions.

- Users will only see Job Openings they are associated with.
- Users will only see Applicants who applied to Job Openings they are associated with.
- All Applicants must apply for Jobs through Candidate Gateway / Careers. Applicants will not be added manually.
- External applicants will apply through the external Candidate Gateway / Careers.
- Employees will apply through the Careers tile on their Employee Self Service homepage.
- Student applicants must apply through external Candidate Gateway / Careers, even if they have an existing Job record in HCM.

PARTICIPANT INVOLVEMENT IN THE RECRUITING PROCESSES

The recruiting process is primarily managed by users with the roles of Recruiter or Hiring Manager (Search Committee or department administrator). Some parts of the recruiting process allow for the participation of users who are not specifically designated in either of these roles.

Participants can be designated for the following processes:

- Approvals for Job Openings
- Approvals for Job Offers
- Providing Routing Responses
- Scheduled to Interview Applicants
- Providing Interview Evaluations
- Evaluating Applicant's Answers to Open Ended Questions on Questionnaires

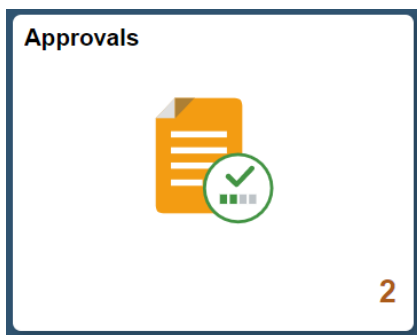
APPROVALS

In the recruiting processes, approvals are required for Job Openings and Job Offers. Each campus has defined their own unique approval chain for each of these process types within recruiting.

If a participant user is part of the approval chain, they will be notified of a pending approval by a notification email. The email will contain a link to the specific item to be approved. As an alternative, a user can view and act on pending approvals from the Approvals tile.

Accessing Approvals

Use the Approvals tile to access the Pending Approvals pages. The tile will display the number of pending approvals for the user.



Use the Pending Approvals page to view and access the pending items for approval for all types.

View By	Type				
All	2	All			2 rows
Job Offer	1	Job Opening	Requester - Krissey Kilwein Job ID - 2021841	Routed	03/18/2020
Job Opening	1	Job Offer	Requester - Krissey Kilwein Applicant - Becky Jo	Routed	03/18/2020

Click on an item to access the detail page.

Job Opening Approval


Use the Pending Approvals – Job Opening page to take action on a pending job opening. You can either approve or deny creating a new job opening, or push the item back to the requester.

Approve Deny Pushback

Job Opening Information

Job Posting Title: IVN Course Delivery Coordinato
Target Number of Openings: 1
Department: Technology Resource & Educatio
Hiring Manager: Krissey Kilwein
Job Creation Date: 03/08/2020

Job Opening ID: 2921841
Recruiting Location(s): Dickinson
Desired Start Date:
Recruiter(s): Connie Klein
Employees Being Replaced:

Additional Details > 


Posting Destinations >

[View Job Opening](#)

Approver Comments

Approval Chain >

Click on Additional Details to open the Additional Detail page.

Additional Details 

Job Type: Standard Requisition
Company: Dickinson State University - DSU

Job Family: General Admin Professn1 - 3110
Business Unit: Dickinson State University - DSU01

Job Specifications

Position Number	Job Code	Salary Range	Pay Frequency
IVN Course Delivery Coordinato - 00012019	Distance Education Coordinator - 311003	30,000.00 to 50,000.00 USD	Annual

Click on the 'x' button to return to the Pending Approvals – Job Opening page.


Approve Deny Pushback

Job Opening Information

Job Posting Title: IVN Course Delivery Coordinato
Target Number of Openings: 1
Department: Technology Resource & Educatio
Hiring Manager: Krissey Kilwein
Job Creation Date: 03/08/2020

Job Opening ID: 2921841
Recruiting Location(s): Dickinson
Desired Start Date:
Recruiter(s): Connie Klein
Employees Being Replaced:

Additional Details >

Posting Destinations > 

[View Job Opening](#)

Approver Comments

Approval Chain >

Click on Posting Destinations to open the Posting Destinations page.

Posting Destinations			
Destination / Posting Type	Relative Open Date	Post Date / Remove Date	Posting Duration
Internet / External Posting	0 - On Approval Date	03/18/2020 / 04/08/2020	21 Days
Job Board / Internal Posting	0 - On Approval Date	03/18/2020 / 04/08/2020	21 Days

Click on the 'x' button to return to the Pending Approvals – Job Opening page.

[Approve](#) [Deny](#) [Pushback](#)

Job Opening Information

Job Posting Title: I/VN Course Delivery Coordinato	Job Opening ID: 2921841
Target Number of Openings: 1	Recruiting Location(s): Dickinson
Department: Technology Resource & Educatio	Desired Start Date:
Hiring Manager: Krissey Kilwein	Recruiter(s): Connie Klein
Job Creation Date: 03/09/2020	Employees Being Replaced:

Additional Details >

Posting Destinations >

[View Job Opening](#)

Approver Comments

Approval Chain >

Click on the View Job Opening link to open the Manage Job Opening pages.

Manage Job Opening

[Save](#) | [Recruiting Home](#) | [Add Note](#) | No Category | [Print Job Opening](#) [Personalize](#)

Job Opening ID 2921841 Job Posting Title I/VN Course Delivery Coordinato Job Code 311033 (Distance Education Coordinator) Position Number 00012010 (I/VN Course Delivery Coordinato)	Status 006 Pending Approval Business Unit DSU01 (Dickinson State University) Department 2030 (Technology Resource & Educatio) Job Family 3110 (General Admin Professent)
---	---

[Activity & Attachments](#) | [Details](#)

[Job Information](#) | [Qualifications](#) | [Screening](#) | [Job Posting](#) | [Hiring Team](#) | [Approvals](#)

Opening Information

Job Opening Type	Standard Requisition	
Created By	0319599	Connie Klein
Created	03/09/2020	

Openings to Fill	Limited Number of Openings	
Target Openings	1	
Available Openings	1	

Establishment ID	DSU	Dickinson State University
Business Unit	DSU01	Dickinson State University
Company	DSU	Dickinson State University
Department	2030	Technology Resource & Educatio
Status Code	006 Pending Approval	
Status Reason		
Status Date	03/09/2020	

Desired Start Date

On the Manage Job Openings pages you can view details of the Job Opening, as well as view Attachments.

Click on the Activity & Attachments tab to access Attachments.

Manage Job Opening

[Save](#) | [Recruiting Home](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 2921841
Job Posting Title IVN Course Delivery Coordinato
Job Code 311003 (Distance Education Coordinator)
Position Number 00012019 (IVN Course Delivery Coordinato)

Status 006 Pending Approval
Business Unit DSU01 (Dickinson State University)
Department 2030 (Technology Resource & Educatio)
Job Family 3110 (General Admin Profesra!)

[Activity & Attachments](#) | [Details](#)

Job History

Date	Subject	Reason	Action Taken By
03/09/2020	006 Pending Approval		Connie Klein

Searches
No searches are related to this Job Opening.

Notes
No notes have been added to this Job Opening.

[Add Note](#)

Attachments

File Name	Description	Audience	Updated	Uploaded By
Sample_Attachment.docx	Position Justification	Public	03/18/2020 12:13PM	Connie Klein

[Add Attachment](#)

Expenses
No Expenses have been added to this Job Opening.

On the Activity & Attachments page you can access any Attachments associated with the Job Opening.

[Approve](#) [Deny](#) [Pushback](#)

Job Opening Information

Job Posting Title IVN Course Delivery Coordinato
Target Number of Openings 1
Department Technology Resource & Educatio
Hiring Manager Krissey Klwein
Job Creation Date 03/09/2020

Job Opening ID 2921841
Recruiting Location(s) Dickinson
Desired Start Date
Recruiter(s) Connie Klein
Employees Being Replaced

[Additional Details](#) >
[Posting Destinations](#) >
[View Job Opening](#)

Approver Comments

[Approval Chain](#) >

Click on Approval Chain to open the Approval Chain page.

Approval Chain
×

Default Recruiter/HR

▼ **Job Opening** **Pending**

Route to Recruiter/HR

✓ **Approved**

[Connie Klein](#)
 Recruiter Group
 03/18/20 12:14 PM >

⌚ **Pending**

[Jennifer Zier](#)
 Inserted Approver >

✉ **Not Routed**

[Multiple Approvers](#)
 HR >

▼ **Comments**

Connie Klein at 03/18/20 - 12:13 PM
 Funding 100% - 29348798782

On the Approval Chain pop-up page you can view who is part of the Approval Chain, and view any comments entered in the approval process.

Approve
Deny
Pushback

Job Opening ID 2921841

Recruiting Location(s) Dickinson

Desired Start Date

Recruiter(s) Connie Klein

Employees Being Replaced

Use the Approve, Deny, or Pushback, buttons to take action on the requested approval.

Job Offer Approval

Use the Pending Approval – Job Offer page to take action on a pending job offer. You can either approve or deny a job offer, or push the item back to the requester.

Job Offer Information

Applicant: Becky Jo
Job Posting Title: Title IX Coordinator/AAO
Offer Date: 03/18/2020
Offer Expiration Date: 03/23/2020
Recruiter: Connie Klein

Applicant ID: 40406
Job Opening ID: 2921787
Start Date: 04/06/2020
Hiring Manager: Krissy Kilewin

Additional Information

Job Type: Standard Requirement
Job Family: General Admin Profession - 3110
Company: Dickinson State University - DSU

Job Code: Affirmative Action/Title IX - 311009
Position Number: Title IX Coordinator/AAO - 00012504
Business Unit: Dickinson State University - DSU01

Job Offer Component

Component	Frequency	Offer Amount	Payment Mode
Base Salary	Annual	40,000.00 USD	Cash

[View Job Offer](#)

Approver Comments

Approval Chain

Click on the View Job Offer link to open the Prepare Job Offer page.

Prepare Job Offer

Posting Title: Title IX Coordinator/AAO
Job Opening Status: 010 Open
Job Title: Affirmative Action/Title IX
Applicant Name: Becky Jo

Job Opening ID: 2921787
Business Unit: Dickinson State University
Position Number: 00012504 (Title IX Coordinator/AAO)
Applicant ID: 40406

Offer Details

Job Opening: 2921787
Position Number: 00012504
Job Code: 311009
Hiring Manager: 0418110
Recruiter: 0319599
Status: 005 Pending Approval
Reason:
Created By: Connie Klein

Business Unit:
Offer Date: 03/18/2020
Start Date: 04/06/2020
Offer Expiration Date: 03/23/2020
Applicant Type: External Applicant
Registered Online: Yes
Preferred Contact: Not Specified
 Notify Applicant

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	40000.000000	Cash	USD	Annual

Offer Letter

Letter:
Date Printed:
Generate Letter | Upload Letter | Email Applicant

Offer Attachments

No attachments have been added to this offer.

Add Applicant Attachment | Add Organizational Attachment

On the Prepare Job Offer page you can view details of the Job Offer.

[Approve](#)
[Deny](#)
[Pushback](#)

Job Offer Information

Applicant: Becky Jo	Applicant ID: 40406
Job Posting Title: Title IX Coordinator/AAO	Job Opening ID: 2921787
Offer Date: 03/18/2020	Start Date: 04/06/2020
Offer Expiration Date: 03/23/2020	Hiring Manager: Krissy Kilwein
Recruiter: Connie Klein	

Additional Information


Job Type: Standard Requisition	Job Code: Affirmative Action/Title IX - 311009
Job Family: General Admin Professn1 - 3110	Position Number: Title IX Coordinator/AAO - 00012504
Company: Dickinson State University - DSU	Business Unit: Dickinson State University - DSU01

Job Offer Component

Component	Frequency	Offer Amount	Payment Mode
Base Salary	Annual	40,000.00 USD	Cash

View Job Offer:

Approver Comments:

Approval Chain: > 

Click on Approval Chain to open the Approval Chain page.

Approval Chain

×

Supervisor/Recruiter Grp Aprv

Job Offer **Pending**

Route to Supervisor/Recruiter

✔ **Approved**


Connie Klein
Recruiter on Offer
03/18/20 12:14 PM >

⌚ **Pending**

Jennifer Zier
Inserted Approver >

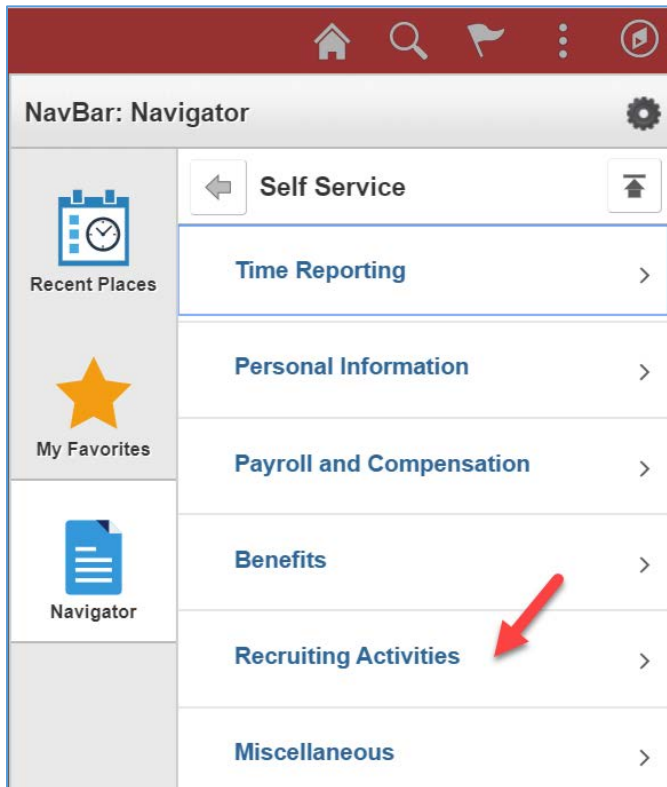
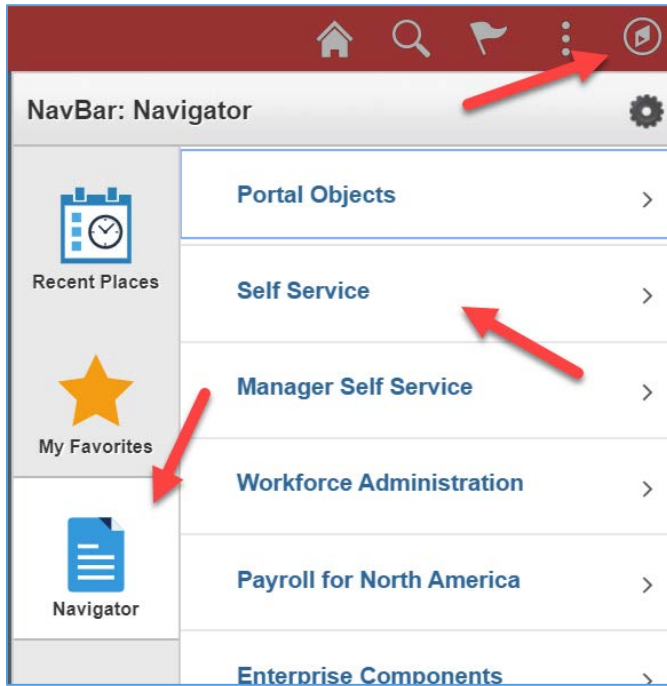
On the Approval Chain pop-up page you can view who is part of the Approval Chain.

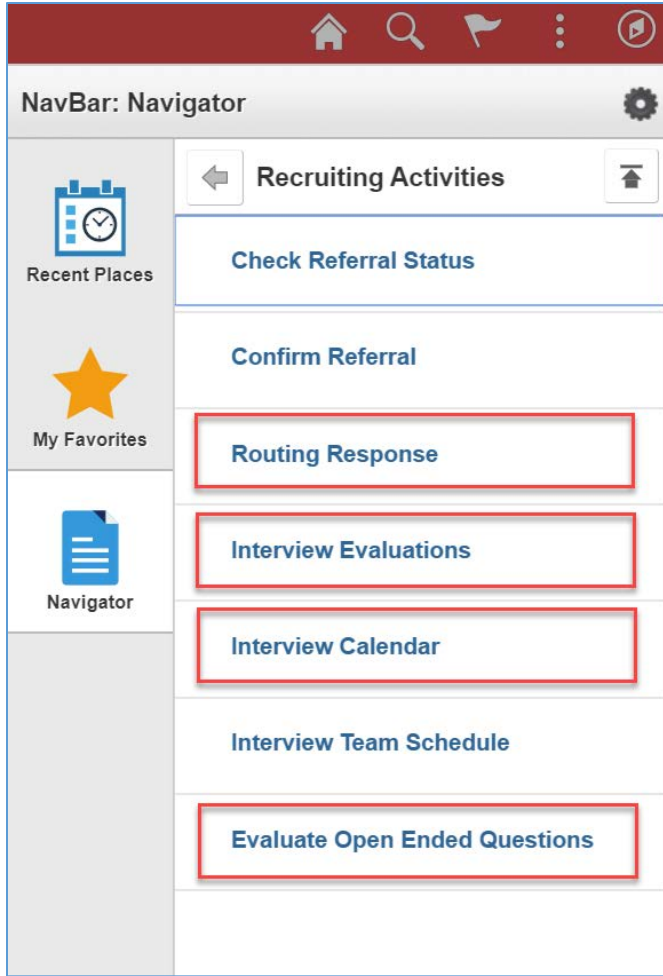
		<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	<input type="button" value="Pushback"/>
Applicant ID	40406			
Job Opening ID	2921787			
Start Date	04/06/2020			
Hiring Manager	Krissy Kilwein			



Use the Approve, Deny, or Pushback, buttons to take action on the requested approval.

ACCESSING PARTICIPANT RECRUITING ACTIVITIES





ROUTING RESPONSE

Routing is the action of sending applicant information to recipients who are asked to provide input on the next step to take for the applicant.

A routing recipient will receive an email requesting their response. The email will contain a link to the Routing Response page.

To reach the page through navigation:

Navigator > Self Service > Recruiting Activities > Routing Response

Routing Response

The applicants listed were routed to you with a request for a response. To enter a routing response, select the applicant's name. To filter the applicant list, enter your filtering criteria in the date fields and in the Route Response field, then select the Refresh button.

*Show Applicants Routed Between 02/15/2020 and 03/15/2020 Route Response 000 Pending Refresh

Applicant List for Routing Response

Applicant ID	Name	Route ID	Route Response	Route Date	Posting Title	Initiator
1	40425 Mandy Pierce	1192		03/11/2020	Accounting Manager II	Krissy Kilwein

Use the Routing Response list page to view a list of routing requests that have been sent to you.

Filter Criteria

Show Applicants Routed Between: Enter the date range for the routing requests you want to list on this page. This is matched against the route date shown in the Applicant List for Routing Response grid.

Route Response: Select a value to filter the list by the routing response that you provided. The default value, 000 Pending displays requests where no response has yet been provided. Select All to see all requests, both pending and completed.

Refresh: Click to update the list of routing requests based on the specified filter criteria.

Applicant List for Routing Response

Applicant ID and Name: These fields identify the applicant who was routed. Click the applicant name to access the Routing Response details page, where you can supply your routing response. Each applicant that was routed to you is listed separately, even if the person who sent the routing used a group action to route multiple applicants at the same time.

Route Response: Displays the routing response if one has been saved.

Route Date: Displays the date that the routing was originally sent.

Posting Title: Displays the posting title for the job opening for which you are being asked to review the applicant.

Initiator: Displays the name of the person who routed the applicant.

Click on an Applicant name to access the Routing Response detail page for the Applicant.

Use the Routing Response detail page to link to view application and job details and enter a routing response.

Routing Response

Submit | [Return](#)
Personalize

Applicant Name Mandy Pierce
Applicant ID 40425
Job Posting Title Accounting Manager II
Job Code 310501 (Accounting Manager)

Job Opening ID 2921794
Job Opening Status 010 Open
Business Unit DSU01 (Dickinson State University)
Position Number 00012234

Response Details

Routing Date 03/11/2020 Response Due Date 03/16/2020

*Recommendation

[View Application Details](#) [View Job Posting](#)

Comments

Attachments

Attachment	Attachment Title	Attachment Type
Sample_Resume.docx	My Resume 1	Resumes
Sample_Cover_Letter.docx	My Cover Ltr 1	Cover Letters

Submit | [Return](#)
Top of Page

Routing Date: Displays the date that the routing was sent.

Response Due Date: Displays the response due date that was set by the person who sent the routing request.

Recommendation: Enter your recommendation regarding the next step to take for this applicant for the current job opening.

View Application Details link: Accesses the View Application Details page.

View Job Posting link: Accesses the Manage Job Opening page.

Comments: Enter comments related to the routing response.

Attachment: Displays the file name of the attachment. Clicking this link opens the file.

Attachment Title: Displays the description provided by the person who uploaded the file. The title shown here most likely will not match the file name used for any email attachments. The system renames files that are attached to routing emails because the original files names of the attachments might not be self-explanatory.

Attachment Type: Describes the purpose of the attachment.

Click on the View Application Details link.

View Application Details

Use the View Application Details page to review the applicant's complete job application details.

View Application Details

Name: Mandy Pierce
Applicant ID: 40425
Applicant Type: External Applicant
Status: 010 Active

Preferred Contact: Not Specified
Phone: 444868 7777
Email: work.bucket.1+MPIERCE@gmail.com
Address: 234 Fairbrook Dickinson, ND 58103

Job Openings

Job Opening ID	Posting Title	View Questionnaire
2521754	Accounting Manager II	View Questionnaire

Job Families

Job Family	Description
------------	-------------

Preferences

Desired Start Date
Regular/Temporary: Regular
Full/Part-Time: Full-Time
Willing to Relocate: No
Willing to Travel: No
Travel Percentage: Never or rarely

Geographic Preference

First Choice
Second Choice
Comments

Desired Work Days
 Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Minimum Pay
Currency Code: USD
Pay Frequency

Desired Shift
 Not Applicable
 Day
 Evening
 Night

Resume

Resume Title: My Resume 1
Language Code: English

Resume Attachment

Attachment: [Sample_Resume.docx](#)

No Resume Text

Attachments

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated	Uploaded By
Sample_Attachment.docx	Transcripts	Transcript Attachments	<input type="checkbox"/>	03/05/2020 11:23AM	Mandy Pierce
Sample_Cover_Letter.docx	My Cover Ltr 1	Cover Letters	<input type="checkbox"/>	03/05/2020 11:22AM	Mandy Pierce
DD_Form_214.docx	DD214	DD Form 214	<input type="checkbox"/>	03/05/2020 11:27AM	Mandy Pierce

Work Experience

Start Date	End Date	Employer	Ending Job Title
04/20/2018		Hickman Ind	Manager

Education Level

Highest Education Level: Bachelors Level Degree

From this page you can link to view the applicant's questionnaire, and view the applicant's resume, cover letter, and any attachments.

Click on the View Questionnaire link to view the applicant's questionnaire.

View Questionnaire

Use the View Questionnaire page to review an applicant's answers to a completed questionnaire.

View Questionnaire

Mandy Pierce

Applicant ID 40425
Job Opening 2921794 Accounting Manager II

Question 1003 As of the date of hire, will you be at least 18 years old?

Answers

1001	Yes	<input checked="" type="checkbox"/>	
1002	No	<input type="checkbox"/>	

Question 1004 Can you provide proof, if hired, that you are eligible to work in the United States?

Answers

1001	Yes	<input checked="" type="checkbox"/>	
1002	No	<input type="checkbox"/>	

Question 2164 How many years experience do you have with management (managing employees and/or programs)?

Answers

10145	0 to Less than 2 years	<input type="checkbox"/>	
10156	2 to 5 years	<input type="checkbox"/>	
10166	5 to 10 years	<input checked="" type="checkbox"/>	
10152	10 years or more	<input type="checkbox"/>	

Question 1650 Do you have accounting experience in the following areas

Return to the Routing Response page for the Applicant, and click on the View Job Posting link.

View Job Posting

Use the Manage Job Opening Page to view aspects of a job opening, including applicants, reviewing activity notes, attachments, and expenses, and viewing the job opening details.

Manage Job Opening – Applicants

Use the Manage Job Opening - Applicants tab to review applicants for a job opening.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Refresh](#) | [Add Note](#) | [Interviews](#) | No Category | [Print Job Opening](#) [Personalize](#)

Job Opening ID 2821784 **Status** 010 Open
Job Posting Title Accounting Manager II **Business Unit** DSU01 (Dickinson State University)
Job Code 310501 (Accounting Manager) **Department** 1300 (DSU Heritage Foundation)
Position Number 00012234 (Accounting Manager) **Job Family** 3105 (Accounting/Finance Professn'l)

Applicants | Activity & Attachments | Details

All (2)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (1)	Hire (0)	Hold (0)	Reject (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------

Applicants 1-2 of 2 [View All](#)

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	
<input type="checkbox"/>	Haylee Watts		40352	External	Offer			▼ Other Actions
<input type="checkbox"/>	Mandy Pierce		40425	External	Interview			▼ Other Actions

Select All Deselect All ▼ Group Actions

[Return](#) | [Recruiting Home](#) | [Refresh](#) | [Add Note](#) | [Interviews](#) | No Category | [Print Job Opening](#) Top of Page

Manage Job Opening – Activity & Attachments

Use the Manage Job Opening - Activity & Attachments tab page to review job status history, notes, attachments, and expenses.

Manage Job Opening

[Save](#) | [Return](#) | [Recruiting Home](#) | [Add Note](#) | [Interviews](#) | No Category | [Print Job Opening](#)

Job Opening ID 2921794
Job Posting Title Accounting Manager II
Job Code 310501 (Accounting Manager)
Position Number 00012234 (Accounting Manager)

Status 010 Open
Business Unit DSU01 (Dickinson State University)
Department 1300 (DSU Heritage Foundation)
Job Family 3105 (Accounting/Finance Professor)

[Applicants](#) | **Activity & Attachments** | [Details](#)

Job History ⓘ

Date	Subject	Reason	Action Taken By
03/05/2020	010 Open		Connie Klein
03/05/2020	005 Draft		Connie Klein

Searches ⓘ

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

[Add Note](#)

Attachments

No Attachments have been added to this Job Opening.

[Add Attachment](#)

Expenses

No Expenses have been added to this Job Opening.

[Add Expense](#)

Manage Job Opening - Details

Use the Manage Job Opening - Details tab, and sub-tabs, to review opening data, including job information, job qualifications, screening settings, postings, and hiring team members.

Manage Job Opening
[Save](#) | [Return](#) | [Recruiting Home](#) | [Add Note](#) | [Interviews](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 2921794
Job Posting Title Accounting Manager II
Job Code 310501 (Accounting Manager)
Position Number 00012234 (Accounting Manager)

Status 010 Open
Business Unit DSU01 (Dickinson State University)
Department 1300 (DSU Heritage Foundation)
Job Family 3105 (Accounting/Finance Professn1)

[Applicants](#) | [Activity & Attachments](#) | **[Details](#)**

[Job Information](#) | [Qualifications](#) | [Screening](#) | [Job Posting](#) | [Hiring Team](#)

Opening Information ⓘ

Job Opening Type	Standard Requisition	
Created By	0319599	Connie Klein
Created	03/05/2020	
Openings to Fill	Limited Number of Openings	
Target Openings	1	
Available Openings	1	
Establishment ID	DSU	Dickinson State University
Business Unit	DSU01	Dickinson State University
Position Number	00012234	Accounting Manager
Company	DSU	Dickinson State University
Job Code	310501	Accounting Manager
Department	1300	DSU Heritage Foundation
Status Code	010 Open	
Status Reason		
Status Date	03/05/2020	

Submit Routing Response

Routing Response

[Submit](#) | [Return](#) [Personalize](#)

Applicant Name Mandy Pierce **Job Opening ID** 2921794
Applicant ID 40425 **Job Opening Status** 010 Open
Job Posting Title Accounting Manager II **Business Unit** DSU01 (Dickinson State University)
Job Code 310501 (Accounting Manager) **Position Number** 00012234

Response Details

Routing Date 03/11/2020 Response Due Date 03/16/2020
*Recommendation [View Application Details](#) [View Job Posting](#)
Comments

Attachments

Attachment		Attachment Title	Attachment Type
Sample_Resume.docx	100 Hold	My Resume 1	Resumes
Sample_Cover_Letter.docx	110 Reject	My Cover Ltr 1	Cover Letters
	120 Withdrawn		
	130 Withdrawn Application		

[Submit](#) | [Return](#) [Top of Page](#)

To provide a Routing Response, select a Recommendation, enter Comments, and click on the Submit button.

Once all of the Routing Responses have been submitted for an applicant, the recruiter will consolidate all of the responses to determine the next step for the applicant.

INTERVIEW CALENDAR

When a user has been scheduled to interview an applicant, the scheduled interview will appear on the users Interview Calendar in PeopleSoft. The user will also receive an email with details regarding the scheduled interview.

To reach the Interview Calendar page through navigation:

Navigator > Self Service > Recruiting Activities > Interview Calendar



Date	Time	Applicant	Job Posting Title	Comments	Status	Interview Location
Sunday March 8, 2020	There are no interviews scheduled on this day.					
Monday March 9, 2020	09:00 AM - 10:00 AM	Nitra Gahel	Accounting Manager 3 - 2921728		Confirmed	100 main st North Dakota
	10:00 AM - 11:00 AM	Liz Bodine	Administrative Asst - 2921735		Confirmed	1 main st North Dakota
Tuesday March 10, 2020	There are no interviews scheduled on this day.					
Wednesday March 11, 2020	There are no interviews scheduled on this day.					
Thursday March 12, 2020	There are no interviews scheduled on this day.					
Friday March 13, 2020	02:00 PM - 03:00 PM	Haylee Watts	Accounting Manager II - 2921794		Confirmed	D
	03:00 PM - 04:00 PM	Mandy Pierce	Accounting Manager II - 2921794		Confirmed	D
Saturday March 14, 2020	There are no interviews scheduled on this day.					

Use the Interview Calendar page to see a weekly schedule of your interviews.


Date Controls

The interview calendar always displays a weekly schedule. The weekends are shaded gray, and the current date is shaded blue.

<Display Week Of>: When you enter a date, the system displays the week containing that date. The system also updates the date field to display the first day of the selected week.

 : Click the Previous Week and Next Week icons to scroll through weeks without entering actual dates.

As of <date>: Informational text shows the date and time that the data on the page was last refreshed. This text also indicates the time zone in which all dates and times are shown.

: Click the Refresh icon to refresh the data on the page.

Weekly Calendar

The calendar shows all scheduled interviews for the week. The calendar also includes links to related pages for Applicant, and Job Posting information.

Date: Displays the date for each day of the week.

Time: On days where interviews are scheduled, this column displays the start and end time of the interview.

Applicant: Displays the name of the applicant to be interviewed. Click the link to access the View Application Details page.

Job Posting Title: Displays the title of the job for which the applicant is interviewing. Click to access the Manage Job Opening page.

Status: Displays the interview status from the Interview Schedule page.

Interview Location: Displays the interview location.

View Application Details

Save
Recruiting Home
Personalize

Name: Nira Cahel
Applicant ID: 40327
Applicant Type: External Applicant
Status: CTO Active

Preferred Contact: Not Specified
Phone: 464-929-4040
Email: work.bucket1+NGAHEL@gmail.com
Address: 3456 Freshenbell Dickinson, ND 58100

Job Openings

Job Opening ID	Posting Title	View Questionnaire
2921728	Accounting Manager 3	View Questionnaire

Add Job Opening Import Rateable Profile Items

Resume

Resume Title: Sample_Resume.docx
 Language Code: English

Resume Attachment

Attachment	
Sample_Resume.docx	<input type="checkbox"/>

Add Resume Attachment

▶ No Resume Text

Job Families

Job Family	Description

Add Job Family

Preferences

Desired Start Date: Regular/Temporary: Regular
 Full/Part Time: Full Time
 Willing to Relocate: No
 Willing to Travel: No
 Travel Percentage: None or rarely

Geographic Preference

First Choice:
 Second Choice:
 Comments:

Desired Work Days:
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Attachments

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated	Uploaded By	
Sample_Cover_Letter.docx	Sample_Cover_Letter.docx	Cover Letters	<input type="checkbox"/>	02/22/2020 1:12PM	Nira Cahel	<input type="checkbox"/>
DD_Form_214.docx	DD214	DD Form 214	<input type="checkbox"/>	02/22/2020 1:13PM	Nira Cahel	<input type="checkbox"/>

Add Attachment

Work Experience

Start Date	End Date	Employer	Ending Job Title		
10/01/2015		Treachers	Manager	<input type="checkbox"/>	<input type="checkbox"/>

Add Work Experience

Manage Job Opening

Return | Recruiting Home | Refresh | Add Note | Interviews | No Category | Print Job Opening
Personalize

Job Opening ID 2921728
Job Posting Title Accounting Manager 3
Job Code 310501 (Accounting Manager)
Position Number 00012234 (Accounting Manager)

Status 010 Open
Business Unit DSU01 (Dickinson State University)
Department 1300 (DSU Heritage Foundation)
Job Family 3105 (Accounting/Finance Professn)

Applicants

Activity & Attachments

Details

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (1)	Hold (2)	Reject (1)
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Applicants ?

1-4 of 4
◀ ▶
View All

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	
<input type="checkbox"/>	Pitcilla Souza		40329	External	Reject			▼ Other Actions
<input type="checkbox"/>	Anna Kannon		40330	External	Hold			▼ Other Actions
<input type="checkbox"/>	Karsten Hayes		40328	External	Hold			▼ Other Actions
<input type="checkbox"/>	Nitra Gahel		40327	External	Ready			▼ Other Actions

Select All Deselect All ▼ Group Actions

Return | Recruiting Home | Refresh | Add Note | Interviews | No Category | Print Job Opening
Top of Page

INTERVIEW EVALUATIONS

Once the applicant interview has been completed, the interviewer is able to enter an Interview Evaluation. All scheduled interviews will be available for entering and viewing evaluations from the Interview Evaluations page.

To reach the Interview Evaluations page through navigation:

Navigator > Self Service > Recruiting Activities > Interview Evaluations

Interview Evaluations

Please complete interview evaluations for the applicants listed. Select the link in the Action column to access an evaluation form. The list includes only applicants who were interviewed during the specified time period. To view other applicants, change the interview dates and then select the Refresh button.

Show Interviews Between 03/09/2020 and 03/15/2020

Interview Evaluations

ID	Name	Interview Date	Start Time	Time Zone	Job	Interview Rating	Interview Type	Score	Action
40352	Haylee Watts	03/13/2020	2:00PM	CST	Accounting Manager II			0.000	Evaluate Applicant
40425	Mandy Pierce	03/13/2020	3:00PM	CST	Accounting Manager II			0.000	Evaluate Applicant
40327	Nitra Gahel	03/09/2020	9:00AM	CST	Accounting Manager 3			0.000	Evaluate Applicant
40339	Liz Bodine	03/09/2020	10:00AM	CST	Administrative Asst			0.000	Evaluate Applicant

Use the Interview Evaluations list page to view a list of interviews you have been scheduled for.

Filter Criteria

Show Interviews Between: Enter the date range for the interviews you want to list on this page. This is matched against the interview date shown in the Applicant List for Interview Evaluations grid.

Refresh: Click to update the list of Interview Evaluations based on the specified filter criteria.

Applicant List for Interview Evaluations

Applicant ID and Name: These fields identify the applicant who scheduled for interview.

Interview Date / Start Time / Time Zone: Displays the date and time of the scheduled interview.

Job: Displays the posting title for the job opening for which you are being asked to provide the interview evaluation the applicant.

Interview Rating: For completed evaluations, this displays the overall rating entered in the evaluation.

Interview Type: Displays the interview type. When you create a new evaluation for a specific interview, the default interview type comes from the interview schedule, but you can override this value.

Action: Displays one of the following links:

- **Evaluate Applicant** appears when the evaluation has not yet been started. Click to access the Interview Evaluation page and begin the evaluation.
- **Complete Evaluation** appears when the evaluation has been saved, but not yet submitted. Click to access the Interview Evaluation page and continue to work on the evaluation.
- **View Evaluation** appears when the evaluation has been submitted. Click to access the read-only version of the Interview Evaluation page.

Click on an Evaluate Applicant link to access the Interview Evaluation detail page.

Use the Interview Evaluation page to create, update, or review interview evaluations.

Evaluation

Interview Date: Displays the date of the interview.

Interview Type: Displays the interview type. When you create a new evaluation for a specific interview, the default interview type comes from the interview schedule, but you can override this value. It is not necessary to keep the interview type the same in the interview evaluation and the interview schedule.

Recommendation

Overall Rating: Enter an overall rating.

Recommendation: Enter an overall recommendation.

General Comments: Enter text comments to support the overall recommendation.

Interview Ratings

Category: The grid lists the rating categories that are associated with the interview template for the job opening.

Interview Rating: Select a rating for the given category.

Score: The system displays the score that is associated with the rating you select.

Comments: Enter an evaluation comment for the specified category.

Enter an Interview Evaluation by selecting an Interview Rating, and entering optional comments, for each Category in the right-hand column.

Interview Ratings 1 of 6

Category: Communication Skills

Interview Rating: ▼ Score: 0

Comment: Above Average ✖

Average

Below Average

Category: Excellent

Interview Rating: Not Qualified Score: 0

Comment: ✖

Category: Work Experience

Interview Evaluation

Submit Save as Draft | [Return](#)

Name Mandy Pierce
Applicant ID 40425
Status 010 Active

Evaluation

Interview Date: 03/13/2020 📅

Interview Type: Campus ▼

Recommendation

Overall Rating: Above Average ▼

Recommendation: ▼

Comments: 005 Interview ✖

020 Make Offer

100 Hold

110 Reject

Complete the Interview Evaluation by selecting an Overall Rating and Recommendation for next steps, you can also enter optional comments for the Recommendation. Click on the Submit button to complete the Interview Evaluation.

Once all of the Interview Evaluations have been submitted for an applicant, the recruiter will consolidate them to determine the next step for the applicant.

EVALUATE OPEN ENDED QUESTIONS

Applications for Job Openings can contain questionnaires that the applicant must answer in order to submit the application. One type of question is an Open Ended Question. This type of question does not have pre-defined answers to choose from. Instead, the applicant is required to provide a written answer to the question, similar to an essay.

When the Job Opening is created with an Open Ended Question, there must be evaluators designated who will be responsible for scoring the answers that the applicants provide to the Open Ended Questions. The point score provided for the answer is used in the screening process as part of an overall score.

If a user has been designated as an evaluator for an Open Ended Question, whenever an applicant applies for the Job Opening and provides their answer, the item will appear on the Evaluate Open Ended Questions page. In addition, the evaluator will receive an email requesting that they evaluate the applicant's answer.

To reach the page through navigation:

Navigator > Self Service > Recruiting Activities > Evaluate Open Ended Questions

Evaluate Open Ended Questions

Listed are answers to open ended questions for applicants for a particular Job Opening. Select the Reference Number on the desired grid row to see the details and provide a score for each applicant that has answered. When an evaluation for an answer is complete, choose the Submit button to release questions for screening. To store assigned score, but not submit questions at this time, choose the Save button.

Answers to be Evaluated

☰ ◀ ▶ 1-6 of 6 ▶ ▶▶

Reference Number	Points Given	Evaluated	Primary Recruiter
40329229217357964		<input type="checkbox"/>	Connie Klein
40336229217357964		<input type="checkbox"/>	Connie Klein
40339129217357964		<input type="checkbox"/>	Connie Klein
40341129217357964		<input type="checkbox"/>	Connie Klein
40362129217357964		<input type="checkbox"/>	Connie Klein
40374229217357964		<input type="checkbox"/>	Connie Klein

Use the Evaluate Open Ended Questions page to review a list of open-ended questions whose answers you have been assigned to evaluate.

Reference Number: To help ensure non-biased evaluation, the system identifies answers to be evaluated using a reference number rather than providing identifying information for the applicant or job opening. The reference number is used in reminder notifications as well as on this page.

Points Given: If you entered points on the Evaluate OE Answers page and then saved without submitting, the point value appears in this column. The column is empty for questions where you have not saved a point value.

Evaluated: Displays a deselected check box to indicate that the evaluation is not complete.

Primary Recruiter: Displays the primary recruiter, if any, for the job opening with which the question is associated.

Click the reference number to access the Evaluate OE Answers Page, where you can award points for the answer.

Use the Evaluate OE Answers (evaluated open ended answers) page to assign scores to answers for open-ended questions.

Evaluate OE Answers

[Help](#)

Reference Number 40329229217357964

Question
Describe the characteristics and/or people skills that you possess that would make you a good Administrative Assistant.

Applicant Answer
Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Maximum Points 10 Total Words 113

Enter Evaluation Points

Reference Number: The system identifies answers to be evaluated using a reference number rather than providing identifying information for the applicant or job opening. This helps ensure non-biased evaluations.

Question: Displays the full text of the question.

Applicant Answer: Displays the applicant's answer to the question.

Maximum Points: Displays the maximum points that the evaluator can award the applicant for this answer.

Total Words: Displays the word count for the answer.

Enter Evaluation Points: Enter the number of points to be awarded to the applicant for this answer. Refer to the Maximum Points value to determine the rating scale for points.

Enter Evaluation Points and click on the Submit button to score the answer.

Once all of the Open Ended Questions have been evaluated for an applicant, the recruiter will be able to run the Screening processes to determine the applicants screening score.