

# **TAM REFERENCE GUIDE**

## **Performing Search Committee Tasks**

**TAM SERIES: GUIDE 4**

**ROLES: SEARCH CHAIR, SEARCH COMMITTEE MEMBERS, AND INTERESTED PARTY**

SEPTEMBER 2013, VERSION 2  
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Office of Human Resources Management  
Professional Learning and Development Management

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# OVERVIEW

## SEARCH COMMITTEE RESPONSIBILITIES

The Recruiter is responsible for inputting and posting the Job Opening in CUNYfirst. After the Job Opening's Review/Closing date has passed and the Chief Diversity Officer has met with and charged the Search Committee, the Committee will get access to the Job Opening and the Applicant List. Once the Job Opening has been Filled/Closed, the Committee's access to the Job Opening will be revoked.

In TAM, the Search Committee is listed as *Interviewers* in the Job Opening's Hiring Team. The Search Committee Chair's name will have a check mark indicating *Search Chair*.

The Search Committee Chair can assign his/her administrative responsibilities in TAM to another person who will be identified as the *Interested Party*.

Search Committee members will be able to do the following in Job Openings in which they are part of the Hiring Team:

- Access the Job Opening
- View Job Opening details and Job Posting
- View list of applicants
- Download resumes, cover letters, and other documents

Search Committee Chair or Interested Party will be able to do the following in Job Openings in which they are part of the Hiring Team:

- Access the Job Opening
- View Job Opening details and Job Vacancy Notice
- View list of applicants
- Download resumes, cover letters, and other documents
- Input and manage interview schedules in TAM
- Input interview evaluation

# JOB OPENING SCREEN

## VIEW JOB POSTING AND JOB DETAILS

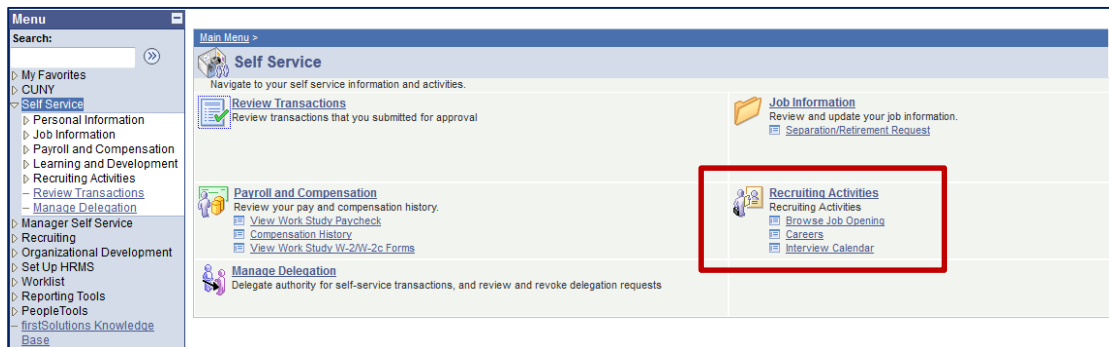
Use the Job Opening Details link to review the job data, including general job information, job qualifications, job posting and the hiring team.

### 1. OPEN THE FIND JOB OPENINGS PAGE

- Log-in to CUNYfirst. From the CUNYfirst Portal page, click on HR/Campus Solutions in the Enterprise Menu.




- From the CUNYfirst Menu navigate to: Self Service > Recruiting Activities > Browse Job Openings



### 2. FIND THE JOB OPENING USING THE DISPLAY FIELDS

- Click the down triangle for the first **Display** box and select the relationship **Job Associated to me**
- Keep the Status display box as **Open**
- Keep the Active Within Display box as **Active within View All**

*Note: The Active Within option filters by the recent activity that occurred for the Job Openings. Other options for this field are: Last 2 weeks, Last 3 days, Last Month, Last Week, Last Year, Today, and Yesterday.*

- Click the Refresh icon  to display the list of Job Openings in which you are associated (See the illustration below.)

### Browse Job Openings

**Job Openings**

**Display:** Job Associated to me ▾ Open ▾ Active within View All ▾

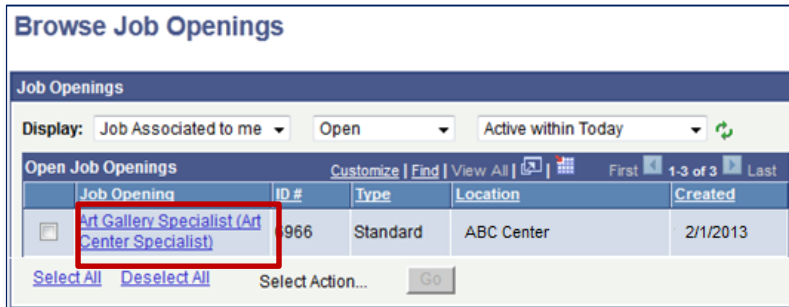
**Open Job Openings** Customize | Find | View All | | First 1-3 of 3 Last

	Job Opening	ID #	Type	Location	Created
<input type="checkbox"/>	<a href="#">Univ HR Operations Coordinator</a>	7406	Standard	ABC College	01/14/2013
<input type="checkbox"/>	<a href="#">HR Coordinator</a>	6991	Standard	ABC College	11/09/2012
<input type="checkbox"/>	<a href="#">Art Gallery Specialist (Art Center Specialist)</a>	6966	Standard	ABC College	11/07/2012

[Select All](#)   [Deselect All](#)   Select Action...

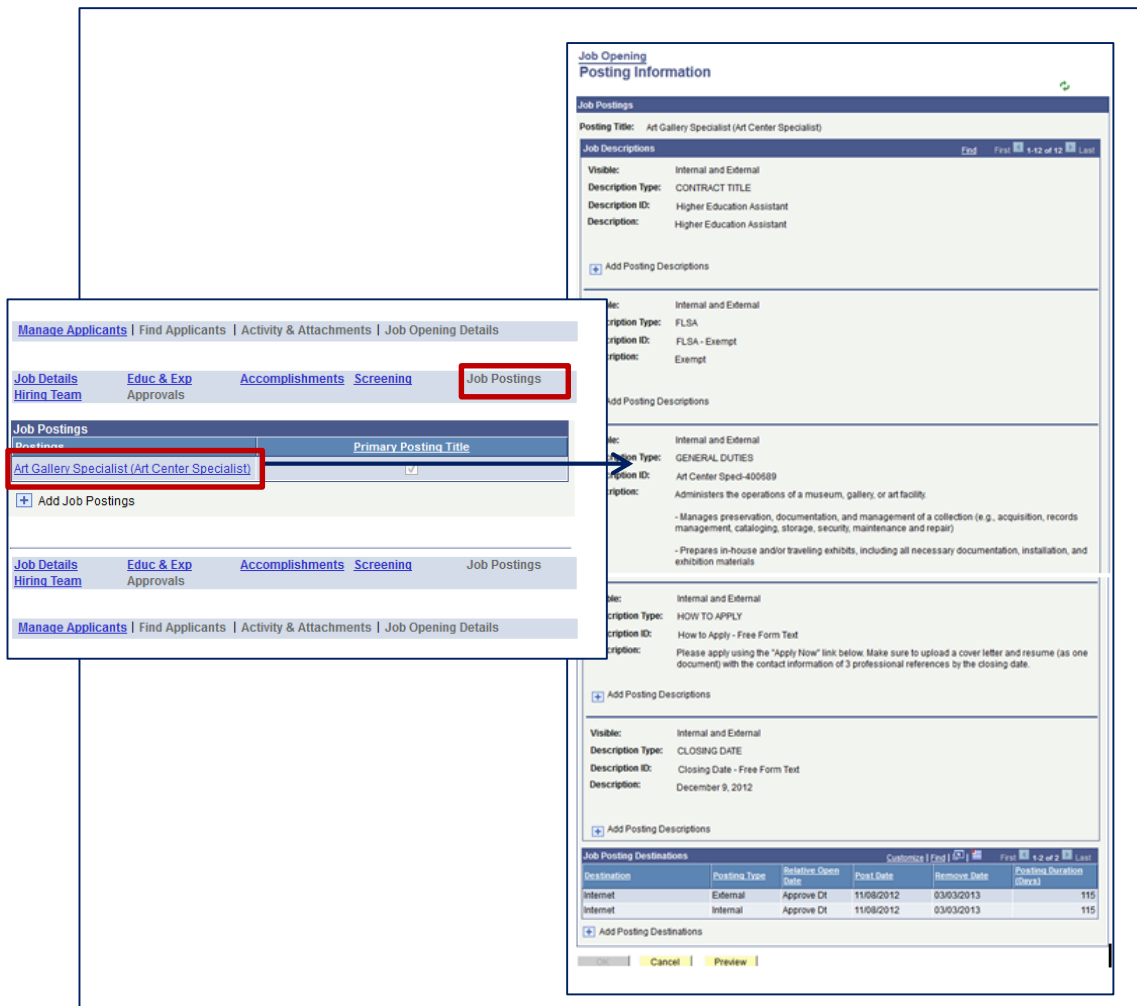
### 3. SELECT THE APPLICABLE JOB OPENING

- Click applicable Job Opening by clicking on the [Job Opening Title](#) link in the **Open Job Openings** box



### 4. VIEW THE JOB VACANCY NOTICE

- Select [Job Opening Details](#) link in the light blue menu bar
- Click [Job Postings](#) link
- Click the **Job Posting Title** in the **Job Postings** grid to read the Posting Information Page



- At the bottom of the **Postings Information** screen, click **Preview** button to read the Job Vacancy Notice (job posting) that the applicants viewed online when applying for the job

**Job Vacancy Notice**

**Job Title:** Art Gallery Specialist (Art Center Specialist)  
**Job ID:** 6966  
**Location:** ABC College  
**Regular/Temporary:** Regular

[Return to Previous Page](#)   [Switch to Internal View](#)

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**GENERAL DUTIES**  
 Administers the operations of a museum, gallery, or art facility.

- Manages preservation, documentation, and management of a collection (e.g., acquisition, records management, cataloging, storage, security, maintenance and repair)
- Prepares in-house and/or traveling exhibits, including all necessary documentation, installation, and exhibition materials

- After reading the Job Vacancy Notice in preview, select [Return to Previous Page](#) link to return to the Posting Information page and then **Cancel** button to return to the Job Opening screen

## 5. VIEW THE JOB DETAILS

- From the Job Opening screen, select [Job Opening Details](#) link in the light blue menu bar, if not already selected or greyed out
- Click [Edu & Exp](#) link to view the highest level of education required and if there are minimum and maximum requirements for years of work experience
- Click [Accomplishments](#) link to view required licenses, certificates and languages
- Click [Screening](#) link to see any screening questions applicants were required to answer when completing the online application for the Job Opening (these questions were used by the recruiter to screen for qualified applicants)
- Click [Hiring Team](#) link to identify the Recruiters, Hiring Managers, Chief Diversity Officer, Campus Budget Officer, Search Committee (Interviewers), Search Chair, and any Interested Parties for the Job Opening

**Job Opening**

<b>Posting Title:</b> Art Gallery Specialist (Art Center Specialist)	<b>Job Opening ID:</b> 6966
<b>Job Opening Status:</b> 010 Open	<b>Job Type:</b> Standard
<b>Job Title:</b> Art Center-Museum Spec	<b>Job Code:</b> 400689
<b>Position Number:</b>	
<b>Business Unit:</b> GRD01 Graduate Center	
<b>Job Family:</b> THARTS Theatres Arts and Museums	

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

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[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

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[Job Details](#)   [Edu & Exp](#)   [Accomplishments](#)   [Screening](#)   [Job Postings](#)  
[Hiring Team](#)   Approvals

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**Opening Information**

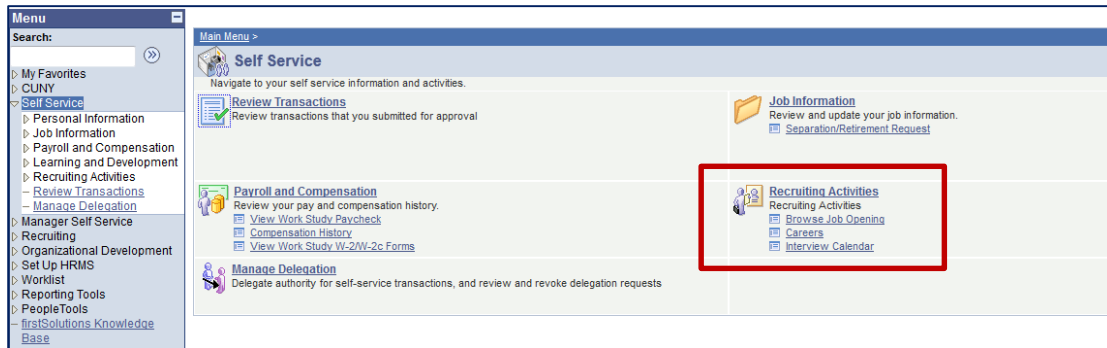
**Job Opening Type:** Standard Requisition  
**Created By:** 10848756 Jazzmine Clarke-Glover

## DISPLAY A JOB OPENING AND VIEW THE APPLICANT LIST

Use the Browse Job Openings screen to find and view a list of job openings in which you are a member of the Search Committee.

### 1. OPEN THE FIND JOB OPENINGS PAGE

- From the CUNYfirst Menu navigate to: Self Service > Recruiting Activities > Browse Job Openings



### 2. FIND THE JOB OPENING USING THE DISPLAY FIELDS

- Click the down triangle for the first **Display** box and select the relationship **Job Associated to me**
- Keep the Status display box as **Open**
- Keep the Active Within Display box as **Active within View All**

*Note: The Active Within option filters by the recent activity that occurred for the Job Openings. Other options for this field are: Last 2 weeks, Last 3 days, Last Month, Last Week, Last Year, Today, and Yesterday.*

- Click the Refresh icon  to display the list of Job Openings in which you are associated

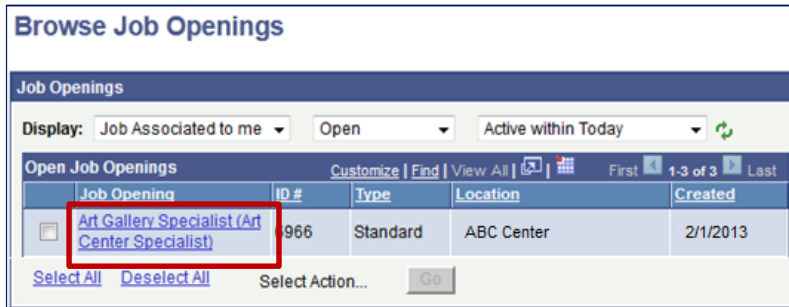
Browse Job Openings					
Job Openings					
Display: Job Associated to me		Open	Active within View All		
Open Job Openings <span>Customize   Find   View All   First 1-3 of 3 Last</span>					
	Job Opening	ID #	Type	Location	Created
<input type="checkbox"/>	<a href="#">Univ HR Operations Coordinator</a>	7406	Standard	ABC College	01/14/2013
<input type="checkbox"/>	<a href="#">HR Coordinator</a>	6991	Standard	ABC College	11/09/2012
<input type="checkbox"/>	<a href="#">Art Gallery Specialist (Art Center Specialist)</a>	6966	Standard	ABC College	11/07/2012

Select All Deselect All Select Action... Go



### 3. SELECT THE APPLICABLE JOB OPENING

- Click applicable Job Opening by clicking on the [Job Opening Title](#) link in the **Open Job Openings** box



### 4. VIEW THE JOB OPENING DETAILS AND LIST OF APPLICANTS

- View the Job Opening details at the top of the screen
- Select **Manage Applicants** from the light blue header bar, if not already selected
- Scroll down to the Manage Applicants grid and view the Applicant List
- Click the down triangle for the Display box to list applicants with All dispositions or a selected disposition (i.e., selecting "Screen" will display only those applicant who passed the screening criteria)

*Note: You can put applicants in alphabetical order by Applicant Name, ID, Applicant Type, or Disposition by clicking on the column header*

**Job Opening Details**

Posting Title: Art Gallery Specialist (Art Center Specialist) Job Opening ID: 1554  
 Job Opening Status: 010 Open Job Type: Standard  
 Job Title: Art Center-Museum Spec Job Code: 400689  
 Position Number: 00152366  
 Business Unit: ABC01 ABC College  
 Job Family: THARTS Theatres Arts and Museums

Manage Applicants and View Applicants Menus

Disposition Display Field

Applicants Grid and Applicant List


Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<a href="#">Ada Gomez</a>	543211	Ext	Applied		2/4/2013 4:38PM	Select Action...
<a href="#">Adam Rose</a>	543215	Ext	Applied		2/4/2013 2:09PM	Select Action...
<a href="#">Barry Conley</a>	543220	Ext	Applied		2/6/2013 4:31PM	Select Action...
<a href="#">Carol Wright</a>	543340	Ext	Applied		2/7/2013 2:34PM	Select Action...

# MANAGE AND VIEW APPLICANTS

## MANAGE THE APPLICANT LIST

Use the Manage Applicants grid on the Job Opening page to view the list of applicants who applied for the job.

### 1. ACCESS THE JOB OPENING (IF NOT ALREADY DISPLAYED)

- Navigate to CUNYfirst Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening

### 2. VIEW AND MANAGE THE APPLICANT LIST

- Scroll down the Applicants grid to find the applicant **or** click the [Find](#) link in the applicant's Navigation Bar to type and search for the applicant's name
- Use the **Show Next** and **Show Previous** triangles on the Navigation Bar to view additional pages and note the total number of applicants
- Click the **Download** button on the Navigation Bar to download and save the Applicants List to Excel
- Click the **applicant's name** to display the applicant's Manage Applicant page
- Use the **selection box** to the left of an applicant's name to select the applicant
- View the first three columns for the **Applicant's Name, ID, and Type** (Internal or External)
- View the **Disposition** column which indicates the applicant's recruitment status
- View the **Resume** column which indicates if the applicant submitted his/her resume
- Note the most recent time the application was submitted or updated
- View the **Take Action** column which indicates the recruitment actions the Search Chair/Interested Party or Search Committee member can perform

*Note: The Search Committee Chairperson/Interested Party can perform the following actions: Create Interview Evaluations, Download Documents, and Manage Interviews. The Search Committee member can perform the following action: Download Documents.*

*Note: See next page for example.*

### Job Opening

**Posting Title:** Art Gallery Specialist (Art Center Specialist)      **Job Opening ID:** 1554  
**Job Opening Status:** 010 Open      **Job Type:** Standard  
**Job Title:** Art Center-Museum Spec      **Job Code:** 400689  
**Position Number:** 00152366  
**Business Unit:** ABC01 ABC College  
**Job Family:** THARTS Theatres Arts and Museums

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

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[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)  
[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

**Manage Applicants**

Display: All

Customize | Find | View All | [Print] [Refresh] First 1-20 of 99 Last

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	Take Action
<a href="#">Ada Gomez</a>	543211	Ext	Applied		2/4/2013 4:38PM	Select Action...
<a href="#">Adam Rose</a>	543215	Ext	Applied		2/4/2013 2:09PM	Select Action... Create Interview Evaluation Download Documents Manage Interviews
<a href="#">Barry Conley</a>	543220	Ext	Applied		2/6/2013 4:31PM	Select Action...
<a href="#">Carol Wright</a>	543340	Ext	Applied		2/7/2013 2:34PM	Select Action...

Applicants Grid with List of Applicants and Selection Box

Column Headings


Navigation Bar, Find Link, Download Button and Show Previous/Next icons

Take Action Options


## VIEW AND PRINT AN APPLICANT'S RESUME

Use the Applicant List to locate an applicant and view or print his/her resume. If you plan to save the applicant's resume, create a resume folder on your computer before beginning the download process.

### 1. ACCESS THE JOB OPENING AND APPLICANT LIST, IF NOT ALREADY DISPLAYED

- Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening

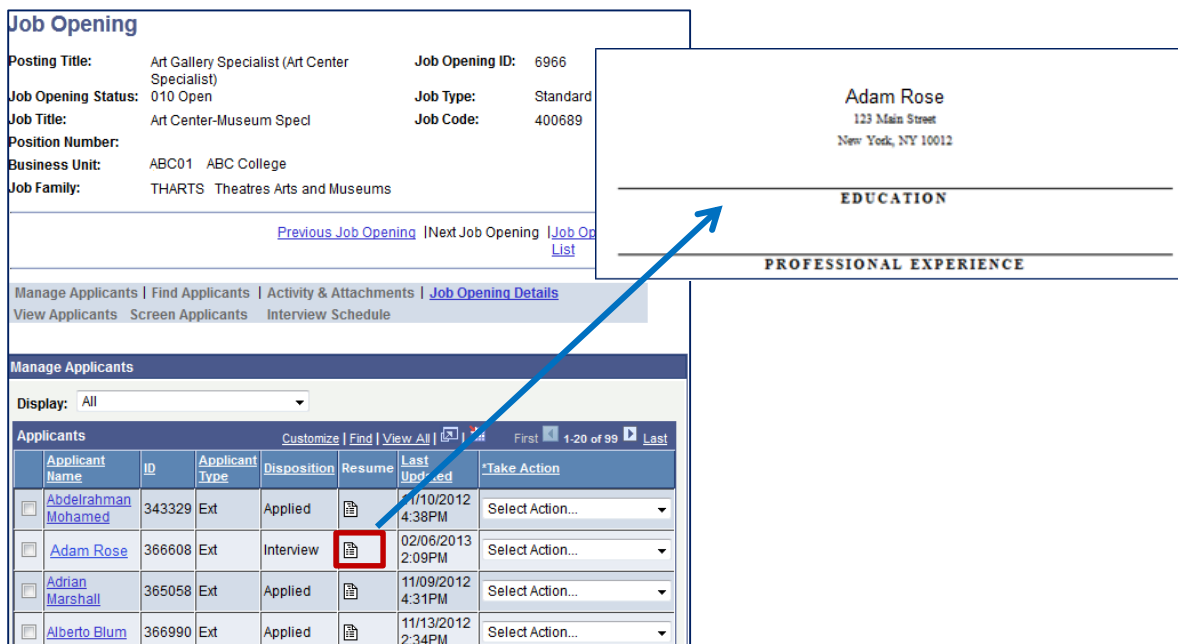
### 2. VIEW AND PRINT RESUME

- Scroll down the Applicants List to find the applicant or click the [Find](#) link in the Applicants header bar to type and search for the applicant's name
- Click on the applicant's **Resume** icon  in the Resume column
- Click **OK** to open the document in Word

*Note: If the resume was not created in Microsoft Word, select Other and select the application from the Choose Helper Application window*

*Note: Depending on your computer set up, you may need to accept firewall pop-up messages to display the resume*

- Notice the resume will display giving you the ability to save or print the document
- After reviewing and/or printing the resume, close the window and return to the Job Opening Page



**Job Opening**





Posting Title: Art Gallery Specialist (Art Center Specialist)      Job Opening ID: 6966  
 Job Opening Status: 010 Open      Job Type: Standard  
 Job Title: Art Center-Museum Spect      Job Code: 400689  
 Position Number:  
 Business Unit: ABC01 ABC College  
 Job Family: THARTS Theatres Arts and Museums

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Manage Applicants | Find Applicants | Activity & Attachments | [Job Opening Details](#)  
 View Applicants | Screen Applicants | Interview Schedule

Manage Applicants

Display: All

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	Take Action
<a href="#">Abdelrahman Mohamed</a>	343329	Ext	Applied		11/10/2012 4:38PM	Select Action...
<a href="#">Adam Rose</a>	366608	Ext	Interview		02/06/2013 2:09PM	Select Action...
<a href="#">Adrian Marshall</a>	365058	Ext	Applied		11/09/2012 4:31PM	Select Action...
<a href="#">Alberto Blum</a>	366990	Ext	Applied		11/13/2012 2:34PM	Select Action...

Adam Rose  
 123 Main Street  
 New York, NY 10012

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**EDUCATION**


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**PROFESSIONAL EXPERIENCE**

## VIEW AN APPLICANT’S RESUME AND ATTACHMENTS







The Applicant’s Take Action menu enables you to download the applicant’s resume and other attachments.

### 1. ACCESS THE JOB OPENING AND APPLICANT LIST, IF NOT ALREADY DISPLAYED

- From the CUNYfirst menu, navigate to and select: Recruiting > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the specific Job Opening

### 2. VIEW AND PRINT RESUME

- Scroll down the Applicant List to find the applicant **or** click the **Find** link in the Applicants header bar to type and search for the applicant’s name
- Click the selection box for the applicant whose documents you want to review
- Select the down triangle for the applicant’s **Take Action** field
- Select **Download Documents**

Applicants							
Customize   Find   View All     First 1-12 of 12 Last							
	Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input type="checkbox"/>	<a href="#">Walter Albaniz</a>	455011	Ext	<a href="#">Screen</a>		06/17/2013 1:59PM	Select Action...
<input type="checkbox"/>	<a href="#">Barbara Cho</a>	455015	Ext	<a href="#">Screen</a>		06/17/2013 1:59PM	Add Applicant to New List Add Applicant to Saved List Change Applicant Status Create Interview Evaluation <b>Download Documents</b> Forward Applicant Link Applicant to Job Manage Applicant Checklists
<input type="checkbox"/>	<a href="#">Lawrence Honig</a>	455014	Ext	<a href="#">Screen</a>		06/17/2013 1:59PM	
<input type="checkbox"/>	<a href="#">Roberto Lammos</a>	455016	Ext	<a href="#">Screen</a>		06/17/2013 1:59PM	

### 3. PRINT THE RESUME AND ATTACHMENTS

- The Document screen defaults to All Attachments. Leave this selected if you want to print all the attachments for the applicant or follow the two steps below to specify which attachments should be printed.
  - De-Select All Attachments
  - Select Resume, Cover Letter, and any other attachment you wish to print
- Notice the Date Range defaults to the dates the Job Opening has been opened
- Click **OK**  
*Note: See example on next page.*

Please select type of documents for download.

All Attachments

Select	Description
<input type="checkbox"/>	Resume attachments
<input type="checkbox"/>	Reference Attachments
<input type="checkbox"/>	Transcript Attachments
<input type="checkbox"/>	Cover Letters
<input type="checkbox"/>	Personal References
<input type="checkbox"/>	Professional References
<input type="checkbox"/>	OIF
<input type="checkbox"/>	Writing Samples

(OIF attachments will be treated as Other Attachment)

Select date range for which you would like to download Documents

Begin Date: 04/01/2013    End Date: 05/31/2013

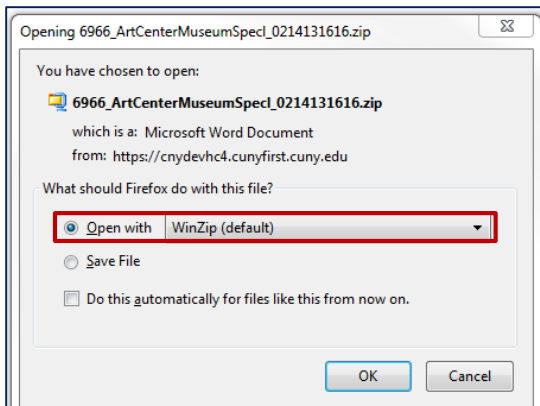
OK    Cancel    [Return to Previous Page](#)

#### 4. UNZIP THE RESUME AND ATTACHMENTS

*Note: The directions in steps 4, 5, and 6 are for campuses using WinZip. Depending on your campus's technology, your zip screens may look and work differently. If your screen works differently, follow your screen and answer the questions to unzip the resumes (continue with step 7 after unzipping the files)*

*Note: You may need to accept firewall pop-up messages to display the resume.*

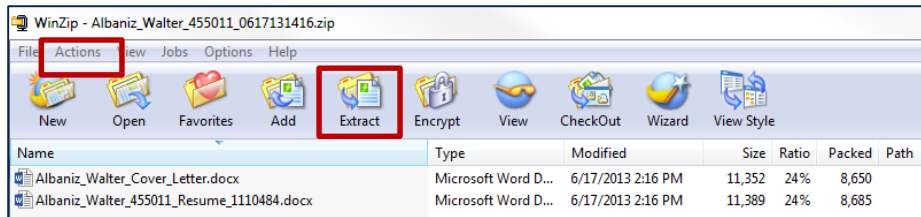
- Select **Open with** WinZip, if not already selected
- Select **OK**



## 5. EXTRACT THE RESUME AND ATTACHMENTS

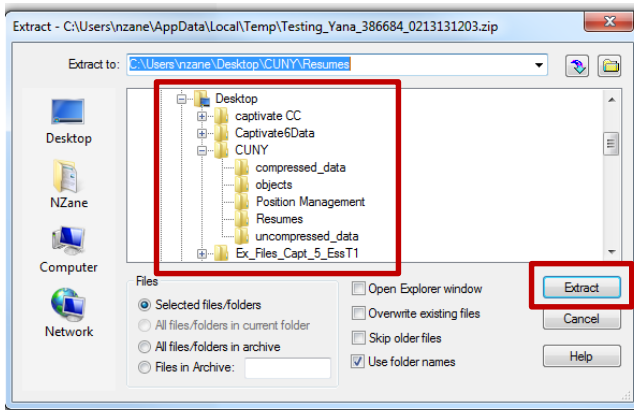
*Note: The applicant's resume and attachments will appear in the WinZip window in a file list. After extracting them, you can save them to a folder, an external drive, sharepoint, or DVD. If saving to a folder, it is a good idea to create a **Resume** folder before beginning the Extract.*

- Select **Actions** from the menu bar
- Click **Select All**
- Select **Extract** icon from the toolbar




## 6. SELECT THE FOLDER OR LOCATION TO SAVE THE RESUME AND ATTACHMENTS

- Select the folder or location to which the files should be extracted
- Select **Extract**
- When the extract is complete, close the WinZip window





## 7. FIND AND DISPLAY/PRINT THE RESUME AND ATTACHMENTS

- Click the Folder icon  at the bottom of the screen on the Window's Taskbar to find the folder or location in which you saved the documents

*Note: If the Folder icon is not displayed on the Window's Taskbar, click the Window's **Start** Button and select **Documents** from the right side of the Window's menu to find the folder and documents*


- Double-click the document to view and/or print each one

Name	Date modified	Type	Size
 Albaniz_Walter_455011_Resume_1110484	6/17/2013 2:16 PM	Microsoft Word D...	12 KB
 Albaniz_Walter_Cover_Letter	6/17/2013 2:16 PM	Microsoft Word D...	12 KB

## PRINT A GROUP OF RESUMES, COVER LETTERS, AND ATTACHMENTS

Use the Group Actions menu in the Manage Applicants page to print resumes for a group of applicants. If you plan to save the applicants' resumes, create a resume folder on your computer before beginning the download process.

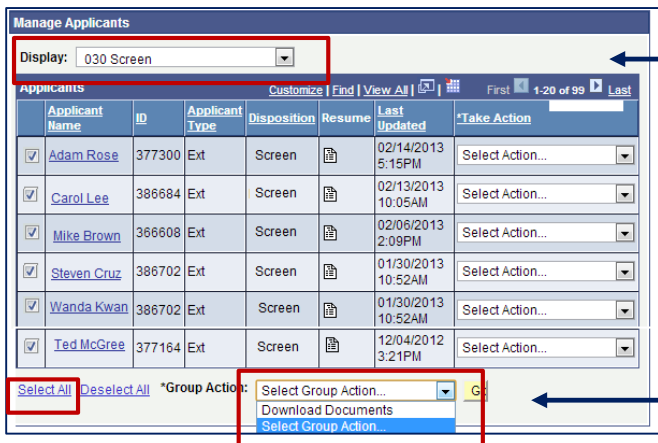
### 1. ACCESS THE JOB OPENING AND APPLICANT LIST (IF NOT ALREADY DISPLAYED)

- Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening

### 2. SELECT A GROUP OF DOCUMENTS

*Note: If the Job Opening has been screened, you will print and download the resumes and attachments with the disposition **Screen**. If the Job Opening has not been screened, you will print and download the resumes and attachments with the disposition **Applied**.*







- Select from the Display field, the disposition (i.e., select "Screen" to display on those applicants who passed the screening criteria)
- Click the selection box for each applicant whose documents you want to review, or click the [Select All](#) link to print all the applicants' resumes and other attachments/documents
- Scroll down to the bottom of the Applicant List
- Select the down triangle for the **Group Action** field
- Select **Download Documents**
- Click **Go**

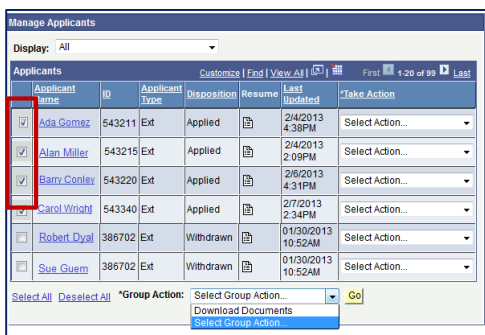


Display field with "Screen" selected







Screened and Select All

Group Action for Download Documents

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input checked="" type="checkbox"/> Adam Rose	377300	Ext	Screen		02/14/2013 5:15PM	Select Action...
<input checked="" type="checkbox"/> Carol Lee	386684	Ext	Screen		02/13/2013 10:05AM	Select Action...
<input checked="" type="checkbox"/> Mike Brown	366608	Ext	Screen		02/06/2013 2:09PM	Select Action...
<input checked="" type="checkbox"/> Steven Cruz	386702	Ext	Screen		01/30/2013 10:52AM	Select Action...
<input checked="" type="checkbox"/> Wanda Kwan	386702	Ext	Screen		01/30/2013 10:52AM	Select Action...
<input checked="" type="checkbox"/> Ted McGree	377164	Ext	Screen		12/04/2012 3:21PM	Select Action...



Sorted and Individually Selected by Applied

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input checked="" type="checkbox"/> Ada Gomez	543211	Ext	Applied		2/4/2013 4:38PM	Select Action...
<input checked="" type="checkbox"/> Alan Miller	543215	Ext	Applied		2/4/2013 2:09PM	Select Action...
<input checked="" type="checkbox"/> Barry Conley	543220	Ext	Applied		2/6/2013 4:31PM	Select Action...
<input checked="" type="checkbox"/> Carol Wright	543340	Ext	Applied		2/7/2013 2:34PM	Select Action...
<input type="checkbox"/> Robert Dyal	386702	Ext	Withdrawn		01/30/2013 10:52AM	Select Action...
<input type="checkbox"/> Sue Guern	386702	Ext	Withdrawn		01/30/2013 10:52AM	Select Action...



### 3. PRINT THE RESUMES AND ATTACHMENTS

- The Document screen defaults to All Attachments. Leave this selected if you want to print all the attachments for the applicant(s) or follow the two steps below to specify which attachments should be printed.
  - De-Select All Attachments
  - Select Resume, Cover Letter, and any other attachment you wish to print
- Notice the Date Range defaults to the dates the Job Opening has been opened
- Click **OK**

### 4. UNZIP THE RESUMES

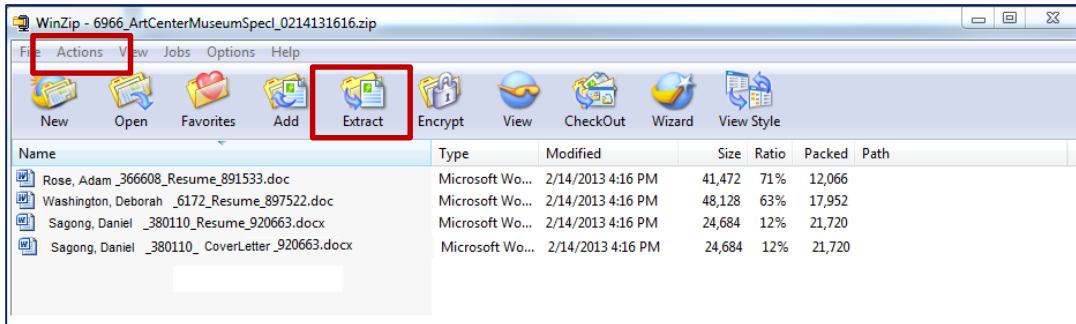
*Note: The directions in steps 4, 5, and 6 are for campuses using WinZip. Depending on your campus’s technology, your zip screens may look and work differently. Follow your screen and answer the questions to unzip the resumes (continue with step 7 after unzipping the files)*

- Select **Open with WinZip**, if not already selected
- Select **OK**

## 5. EXTRACT THE RESUMES

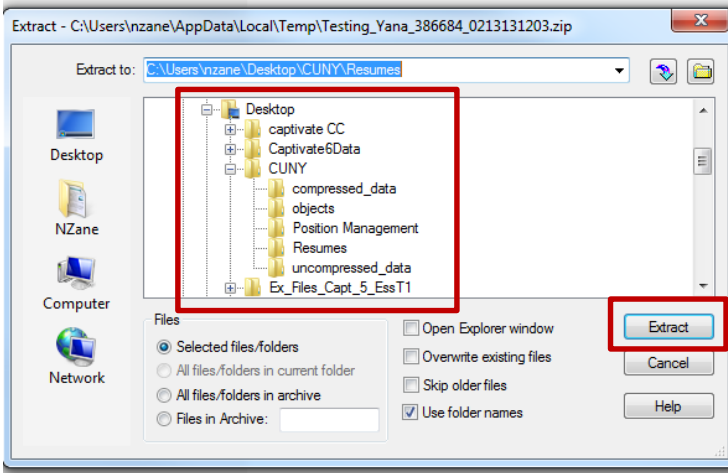
*Note: the resumes will appear in the WinZip window in a file list. After extracting them, you can save them to a folder, an external drive, sharepoint, or DVD. If saving to a folder, it is a good idea to create a **Resume** folder before beginning the Extract.*

- Select **Actions**, Select All from the menu bar
- Select **Extract** icon from the header row




## 6. SELECT THE FOLDER OR LOCATION TO SAVE THE RESUMES

- Select the folder or location to which the files will be extracted
- Select **Extract**
- When the extract is complete, close the WinZip window












## 7. FIND AND DISPLAY/PRINT THE RESUMES

- Click the Folder icon  at the bottom of the screen on the Window's Taskbar to find the folder or location in which you saved the documents

*Note: If the Folder icon is not displayed on the Window's Taskbar, click the Window's **Start Button** and select **Documents** from the right side of the Window's menu to find the folder and documents*

- Double-click the document to view and/or print each one

 Lee_Jessica_386771_Resume_937987	2/26/2013 1:09 PM	Microsoft Word D...	27 KB
 Lopez_Maria_386784_Resume_938001	2/26/2013 1:09 PM	Microsoft Word D...	27 KB
 Macinsky_Michelle_362511_Resume_9008...	2/19/2013 11:41 AM	Adobe Acrobat D...	82 KB
 Macklero_Brian_386778_Resume_937995	2/26/2013 1:09 PM	Microsoft Word D...	27 KB
 Mastero_Jasmine_386779_Resume_937996	2/26/2013 1:09 PM	Microsoft Word D...	27 KB
 Mathen_Robert_386774_Resume_937990	2/26/2013 1:08 PM	Microsoft Word D...	27 KB
 Miller_Alan_386758_Resume_937964	3/6/2013 2:33 PM	Microsoft Word D...	27 KB
 Min_Charlie_386762_Resume_937976	3/6/2013 2:33 PM	Microsoft Word D...	27 KB
 Nesbith_Edward_386782_Resume_937999	2/26/2013 1:09 PM	Microsoft Word D...	27 KB

*Note: Follow the next step if you have Acrobat Acrobat Pro 9 and would like to save all the resumes in one PDF file to easily read and distribute.*

## 8. MERGE ALL THE RESUME FILES INTO ONE PDF (OPTIONAL)

- Within Acrobat 9 Pro, select **File > Combine > Merge Files into a Single PDF**
- At the top of the Combine Files box, click the down triangle for the **Add Files** field
- Follow the directions below to select either the contents of a folder or individual documents

### To Add Folders

- Select **Add Folders**
- Find and select the folder in which the resumes are saved, then click **OK**

### To Add Files

- Select **Add Files**
- Find and select the folder in which the resumes are saved
- Select the files (depress the Ctrl key and click each file to select multiple files)
- Select **Add Files** button
- After adding the folder or files, the Drag and Drop Screen displays which enables you to reorder the files. Click a file and use the **Move Up** or **Move Down** icons to reorder the files
- When finished arranging the files, click **Combine Files**

*Note: the Combine Files will take a few minutes. When it is done, the file will display on the screen.*


- When the **Combine Files** is complete, select **File > Save As > PDF**
- Select the folder to save the PDF, name it and click **Save**
- Open the PDF and view the documents

*Note: You can also email the PDF to members of the committee so they can easily view and print the resumes*

## VIEW APPLICANT'S APPLICATION AND CONTACT INFORMATION

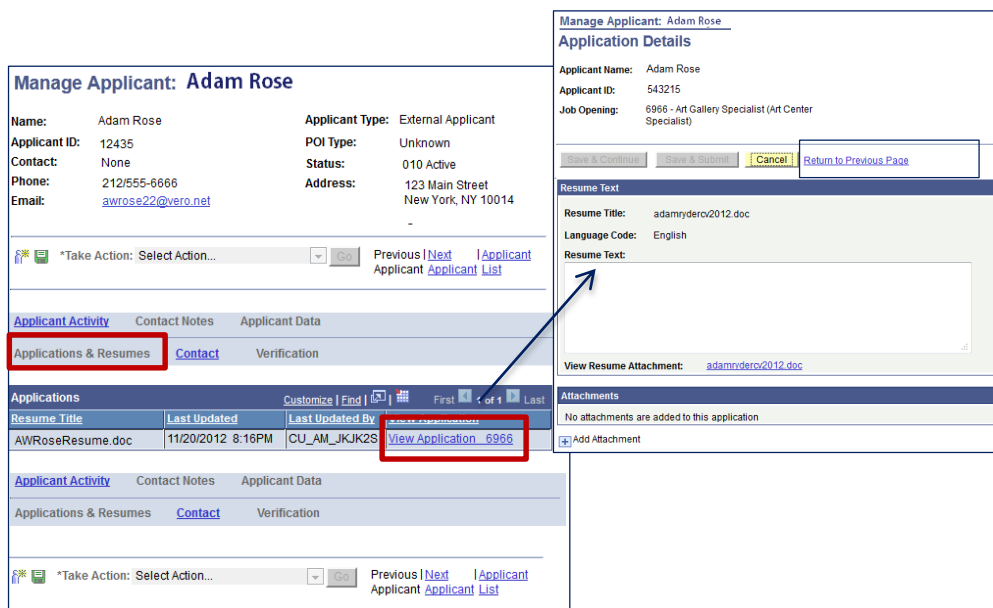
The Manage Applicant – Applicant Data page provides a central location for reviewing applicant data and performing applicant-related tasks. Use this page to access and view the applicant's completed online application, resume and contact information. You will only be able to see those applications for the Job Openings in which you are part of the Hiring Team.

### 1. ACCESS THE JOB OPENING AND DISPLAY THE APPLICANT LIST (IF NOT ALREADY DISPLAYED)

- Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening
- Select [Manage Applicants](#) link in the light blue menu bar, if not already selected/greyed out

### 2. VIEW APPLICANT'S APPLICATION

- Scroll down the Applicants Grid to find the applicant **or** click the [Find](#) link in the Applicant's header bar to type and search for the Applicant's name
- Click the **applicant's name** to display the Manage Applicant page
- Click [Applicant Data](#) link in the light blue header bar
- Notice the [Applicants & Resumes](#) link is automatically selected/greyed out
- In the Applications grid below the View Application header, click [View Application](#) link
- Scroll down to review the application details, e.g., Resume, Attachments, Preferences, Work Experience, Education, Licenses and Languages
- If the Applicant submitted a resume, view the resume with the [View Resume Attachment](#) link
- After viewing the application details, click [Return to Previous Page](#)
- Continue with the next step to view Contact Information or to return to the Applicant List, click [Applicant List](#) link above the light blue header bar



The screenshot displays the 'Manage Applicant: Adam Rose' page. The left sidebar shows navigation tabs: 'Applicant Activity', 'Contact Notes', 'Applicant Data', 'Applications & Resumes' (highlighted with a red box), 'Contact', and 'Verification'. Below these is an 'Applications' table with columns for 'Resume Title', 'Last Updated', and 'Last Updated By'. A row shows 'AWRoseResume.doc' with a 'View Application 6966' link highlighted in a red box. An arrow points from this link to the right-hand 'Application Details' panel. This panel shows 'Application Details' for Adam Rose, including his name, ID (543215), and job opening (6966 - Art Gallery Specialist). It features buttons for 'Save & Continue', 'Save & Submit', 'Cancel', and 'Return to Previous Page'. Below is the 'Resume Text' section with fields for 'Resume Title' (adamrydero2012.doc), 'Language Code' (English), and 'Resume Text'. At the bottom, it shows 'View Resume Attachment: adamrydero2012.doc' and an 'Attachments' section with a note that no attachments are added to this application.

### 3. VIEW APPLICANT'S CONTACT INFORMATION

- From the applicant's Manage Applicant screen, click the [Applicant Data](#) link, if not already selected/greyed out
- Click the [Contact](#) link
- View the applicant's name, address, email address, and phone number
- To return to the Applicant List, click the [Applicant List](#) link above the light blue header bar

**Manage Applicant: Adam Ryder**

**Name:** Adam Ryder      **Applicant Type:** External Applicant  
**Applicant ID:** 366608      **POI Type:** Unemployed  
**Contact:** None      **Status:** 01  
**Phone:** 508/335-2332      **Address:** 13 Broadway  
**Email:** [adamryder1@gmail.com](mailto:adamryder1@gmail.com)

**Applicant Activity**    **Contact Notes**    **Applicant Data** (Selected)

**Applications & Resumes**    **Contact** (Highlighted)    **Verification**

**Applicant Data Form:**  
 Applicant Type: External Applicant  
 Name Format: English  
 Name Prefix: Mr  
 First Name: Adam  
 Middle Name: Walker  
 Last Name: Rose  
 Name Suffix:  
 Address:  
 Country: United States  
 Address 1: 123 Main Street  
 Address 2:  
 Address 3:  
 City: New York    State: New York  
 Postab: 10014  
 County: Manhattan

Resume Title	Last Updated	Last Updated By	View Application
adamrydercv2012.doc	11/20/2012 8:16PM	CU_AM_JKJK2S	<a href="#">View Application 6966</a>

**Applicant Activity**    **Contact Notes**    **Applicant Data**

**Applications & Resumes**    **Contact**    **Verification**

\*Take Action: Select Action...    Go    Previous | Next | Applicant Applicant List

## VIEW YOUR INTERVIEW SCHEDULE FOR THE WEEK

Use the **Interview Calendar** page to view all of your scheduled interviews for a specified week. The default week is the current week.

### 1. ACCESS THE INTERVIEW CALENDAR

- Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Interview Calendar
- To change weeks, either enter a specific date in the **Display Week of** field or click the **Previous Week** or **Next Week** link

*Note: To view the applicant's resume or application, click the [Applicant's Name](#) link (you will exit the Calendar and open the Manage Applicant page).*

**Interview Calendar**

Barbara Washington

Display Week Of: 02/18/2013

[Previous Week](#) [Next Week](#)


<p>2013-02-18</p> <p><b>Monday</b> <span style="float: right;">1 of 1</span></p> <p><a href="#">Ellen Polaski</a> 10:00AM - 11:00AM EST Location: Abc College Job Opening: <a href="#">6966</a></p>	<p>2013-02-21</p> <p><b>Thursday</b> <span style="float: right;">1 of 1</span></p> <p>There are no interviews scheduled on this day</p>
<p>2013-02-19</p> <p><b>Tuesday</b> <span style="float: right;">1 of 1</span></p> <p>There are no interviews scheduled on this day</p>	<p>2013-02-22</p> <p><b>Friday</b> <span style="float: right;">1 of 1</span></p> <p><a href="#">Robert Garcia</a> 9:00AM - 10:00AM EST Location: Abc Building, Job Opening: <a href="#">6966</a> Room 202</p>
<p>2013-02-20</p> <p><b>Wednesday</b> <span style="float: right;">1 of 1</span></p> <p><a href="#">Cindy Chau</a> 9:00AM - 10:00AM EST Location: Room A Job Opening: <a href="#">6966</a></p>	<p>2013-02-23/2013-02-24</p> <p><b>Saturday/Sunday</b> <span style="float: right;">1 of 1</span></p> <p>There are no interviews scheduled on this day</p>

[Previous Week](#) [Next Week](#)

## VIEW YOUR INTERVIEW SCHEDULE WITH APPLICANT

Use the applicant’s Manage Applicant – Applicant Activity screen to view the date, time and location of your interview schedule with a specific applicant. Members of the committee will get email notifications in Outlook from the Search Chair or Interested Party when an interview has been scheduled.

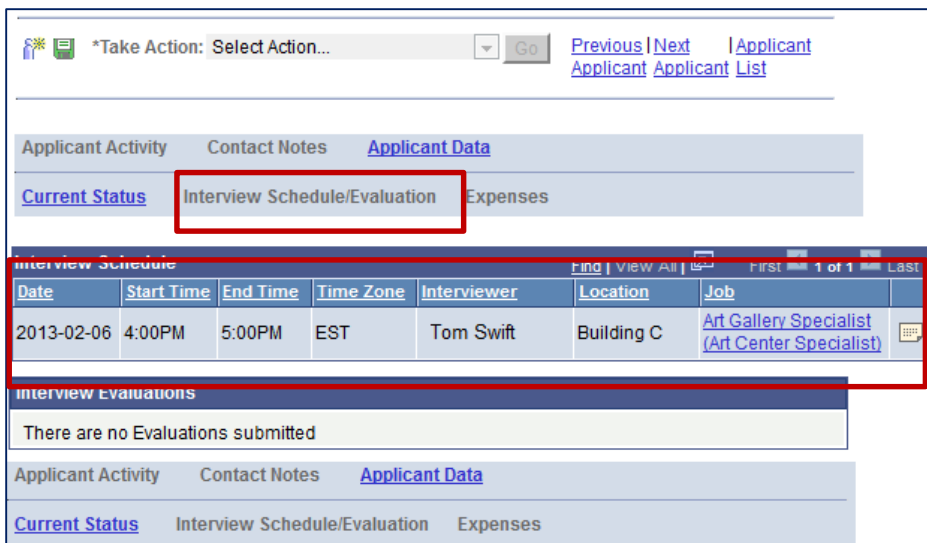
### 1. ACCESS THE JOB OPENING AND DISPLAY THE APPLICANT LIST (IF NOT ALREADY DISPLAYED)

- Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening
- Scroll down the Applicants grid to find the applicant or click the [Find](#) link in the Applicant’s header bar to type and search for the applicant’s name

### 2. VIEW YOUR INTERVIEW SCHEDULE WITH THE APPLICANT

*Note: You will only be able to see your interview schedule with the selected applicant. The Chairperson/Interested Party will create or manage interview schedules.*

- Click the applicant’s name to display the Applicant’s Manage Applicant page
- Click the [Applicant Activity](#) link, if not already selected or greyed out
- Click the [Interview Schedule/Evaluations](#) link
- If an appointment has been scheduled with you and the applicant, the interview will be listed in the Interview Schedule grid
- Click the Comment icon located next to the Job Opening name to see if there is a note regarding the applicant and/or interview
- To return to the Applicant List from the Interview Schedule, click the [Applicant List](#) link above the light blue menu bar



The screenshot shows the Applicant Activity screen with a menu bar at the top containing 'Applicant Activity', 'Contact Notes', and 'Applicant Data'. Below this is a sub-menu with 'Current Status', 'Interview Schedule/Evaluation' (highlighted with a red box), and 'Expenses'. The 'Interview Schedule' section contains a table with the following data:

Date	Start Time	End Time	Time Zone	Interviewer	Location	Job
2013-02-06	4:00PM	5:00PM	EST	Tom Swift	Building C	<a href="#">Art Gallery Specialist</a> <a href="#">(Art Center Specialist)</a>

Below the table is an 'Interview Evaluations' section with the message 'There are no Evaluations submitted'. At the bottom, the menu bar is repeated with 'Applicant Activity', 'Contact Notes', and 'Applicant Data', and the sub-menu includes 'Current Status', 'Interview Schedule/Evaluation', and 'Expenses'.

## SEARCH COMMITTEE CHAIR AND INTERESTED PARTY

It is the Search Chair's/Interested Party's responsibility to schedule applicant interviews.

The Search Chair or Interested Party will input the interview schedules for the applicants and Search Committee members into CUNYfirst. CUNYfirst will send out notifications to the applicant and Committee members informing them of the interview details.


When an applicant is scheduled for an interview, his/her recruiting disposition (status) will change to *Interview*. This allows the Search Chair/Interested Party to easily manage the interview schedule and keep everyone informed throughout the process.

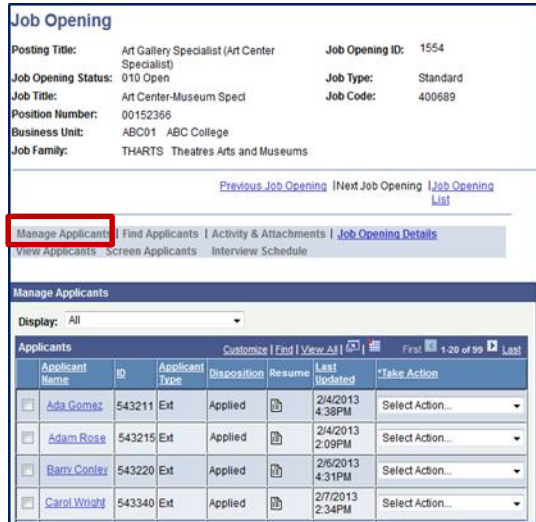
Often, the Search Chair will have contacted both the applicants and interviewers outside of CUNYfirst to discuss and schedule interviews. In these situations, the Search Chair is still responsible for inputting the schedules into CUNYfirst so that the information can be tracked and viewed. When doing so, the Interview Schedule Notification email serves as a confirmation.



## SCHEDULE AN APPLICANT INTERVIEW AND SEND NOTIFICATION

### 1. ACCESS THE JOB OPENING, (IF NOT ALREADY DISPLAYED)

- From the CUNYfirst menu, navigate to and select: Recruiting > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening
- Click the [Manage Applicants](#) link, if not already selected or greyed out
- Find the applicant with whom you want to schedule an interview



**Job Opening**

Posting Title: Art Gallery Specialist (Art Center Specialist)      Job Opening ID: 1554  
 Job Opening Status: 010 Open      Job Type: Standard  
 Job Title: Art Center-Museum Specd      Job Code: 400689  
 Position Number: 00152366  
 Business Unit: ABC01 ABC College  
 Job Family: THARTS Theatres Arts and Museums





[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

**Manage Applicants** | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

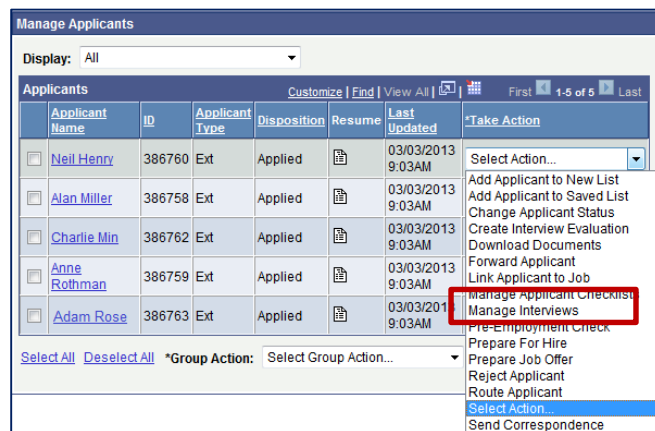
**Manage Applicants**

Display: All

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	Take Action
<a href="#">Ada Gomez</a>	543211	Ext	Applied		2/4/2013 4:38PM	Select Action...
<a href="#">Adam Rose</a>	543215	Ext	Applied		2/4/2013 2:09PM	Select Action...
<a href="#">Barr Conley</a>	543220	Ext	Applied		2/6/2013 4:31PM	Select Action...
<a href="#">Carol Wight</a>	543340	Ext	Applied		2/7/2013 2:34PM	Select Action...






### 2. SELECT THE MANAGE INTERVIEW ACTION

- Select the down triangle for the applicant's **Take Action** field
- Select **Manage Interviews**



**Manage Applicants**

Display: All

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	Take Action
<a href="#">Neil Henry</a>	386760	Ext	Applied		03/03/2013 9:03AM	Select Action...
<a href="#">Alan Miller</a>	386758	Ext	Applied		03/03/2013 9:03AM	Add Applicant to New List Add Applicant to Saved List Change Applicant Status Create Interview Evaluation Download Documents Forward Applicant Link Applicant to Job <b>Manage Applicant Interviews</b> Manage Interviews Pre-Employment Check Prepare For Hire Prepare Job Offer Reject Applicant Route Applicant Select Action... Send Correspondence
<a href="#">Charlie Min</a>	386762	Ext	Applied		03/03/2013 9:03AM	
<a href="#">Anne Rothman</a>	386759	Ext	Applied		03/03/2013 9:03AM	
<a href="#">Adam Rose</a>	386763	Ext	Applied		03/03/2013 9:03AM	
<a href="#">Select All</a> <a href="#">Deselect All</a> *Group Action: Select Group Action...						

### 3. VIEW OR EDIT THE LIST OF INTERVIEWS

Note: The list of interviewers (Search Committee members) listed on the Job Opening's Hiring Team will automatically populate the **Interview ID** and **Name** fields.

- To delete an interviewer from the list, click the **Delete** icon to the right of the Interviewer's Name
- To add an interviewer, click the [Add Interviewer](#) link at the bottom of the Interview Schedule and input the additional Interviewer's ID

**Applicant Name:** Adam Rose **ID:** 380110

**Notify Interview Team**  **Notify Applicant**

**Letter:**  **Date Printed:**

[Generate Letter](#) [Email Applicant](#) [Upload Letter](#)

**Interview Schedule**

Interview Date	Start Time	End Time	Time Zone	Interviewer ID	Interviewer Name	Interview Type	Location			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10233455	Alan Loew	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10325644	Susan Wong	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10622188	Aisha Crawford	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10663494	Dennis Neary	<input type="text"/>	<input type="text"/>			

[Add Interviewer](#)

#### 4. INPUT THE INTERVIEW DETAILS

*Note: The Interview Schedule Notification email can be sent to the Interviewers (Search Committee members) and the applicant. All the information inputted into the Interview Schedule fields will be listed in the Interview Schedule Notification email.*

- Select **Notify Interview Team** to send an Interview Schedule Notification email to each interviewer (Search Committee member) when the interview schedule is saved and submitted
- Select **Notify Applicant** to send an Interview Schedule Notification email to the applicant when the interview schedule is saved and submitted
- Input the following into the Interview Schedule for each Interviewer:

- Interview Date
- Start and End Time

*Note: CUNYfirst uses military time. If you are setting an interview up for 2:00 pm, it will be entered as 1400 in the Start Time field, or you could type 2:00 with the pm.*

- Time Zone (type the “e” and then click the magnifier icon to easily find the EST Time Zone)
- Interviewer ID

*Note: If the Interviewers were listed on the Job Opening’s Hiring Team, their IDs and Names will automatically populate. If the Interviewers are not listed, use the Magnifier to find and select the Interview’s ID and Name.*

- Interview Type (application reviews, in person, phone, presentation demonstration, video conferencing, or webcast)
- Location (use up to 60 characters to include building, office, and room location)
- Click the **Comments** icon to access the Comments page and enter interviewer-specific comments
- Click **Save**

Applicant Name: Adam Rose ID: 380110

Notify Interview Team  Notify Applicant

Letter:  Date Printed:

[Generate Letter](#) [Email Applicant](#) [Upload Letter](#)

Interview Date	Start Time	End Time	Time Zone	Interviewer ID	Interviewer Name	Interview Type	Location
03/04/2013	9:00AM	10:00AM	EST	10232311	Alan Loew	In Person	ABC College
03/04/2013	9:00AM	10:00AM	EST	10325644	Susan Wong	In Person	ABC College
03/04/2013	9:00AM	10:00AM	EST	10622188	Aisha Crawford	In Person	ABC College
03/04/2013	9:00AM	10:00AM	EST	10663494	Dennis Neary	In Person	ABC College

[+ Add Interviewer](#)

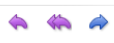
## 5. SEND THE INTERVIEWERS AN INTERVIEW SCHEDULE NOTIFICATION EMAIL

- After completing Step 4 and selecting **Notify Interview Team** and **Notify Applicant**, select **Save and Submit**

Below is a sample of the email notification reminders sent to each Search Committee member

Interview Schedule for Adam Rose on 2013-03-10

---

To: [ACLoew@abc.cuny.edu](mailto:ACLoew@abc.cuny.edu) 

Tuesday, February 19, 2013

You are scheduled to interview 243312 Adam Rose on 2013-02-04 from 10:00 AM to 11:00 AM for Job Opening 6960 for Art Gallery Specialist (Art Center Specialist). You should have already been contacted about this interview by the hiring manager or recruiter. This message is just to confirm the scheduled interview.

The location entered into Online Recruiting for this interview is the ABC Building, Room 202. If you are not sure of the address or exact location, please contact the person who scheduled the interview with you.

Below is a sample of the email notification reminders sent to the applicant

Interview Schedule for Job Opening 6960 Art Gallery Specialist (Art Center Specialist)

---

BWashington@abc.cuny.edu

To: [asrosejr@gmail.com](mailto:asrosejr@gmail.com)

You are scheduled to interview for job opening 6960 Art Gallery Specialist (Art Center Specialist), with the following schedule:

Interviewer: Alan Loew  
Date: 2013-03-04  
Start 10:00 AM  
End: 11:00 AM  
Location: ABC Building, Room 202

You should already have been contacted about this interview by the manager or recruiter who is filling the position. This message is just to confirm the scheduled interview. The "location" shown above is only a quick reference, not the full address -- if you are not sure of the address or exact location of the interview, or if you need directions to the location, please contact the person who scheduled the interview with you.


## SCHEDULE AN APPLICANT INTERVIEW AND SEND AN EMAIL WITH AN ATTACHED LETTER

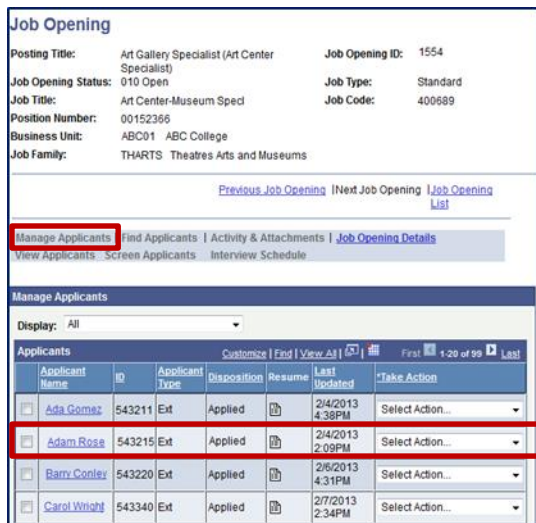
Rather than sending the Interview Schedule Notification, you can send an interview letter to the applicant. OHRM created several Interview Schedule letter templates that you can use to inform an applicant of his/her schedule and add campus-specific information. There are three steps to sending this type of interview letter: Generate, Upload and Email.

You can also upload/attach other documents to the applicant’s email, e.g., directions to the campus.

A Contact Notes, which appear on the Manage Applicant page, will be created when you generate the letter.

### 1. ACCESS THE JOB OPENING AND APPLICANT LIST

- Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening
- Click the [Manage Applicants](#) link, if not already selected or greyed out
- Find the applicant with whom you want to schedule an interview and send a letter



**Job Opening**

Posting Title: Art Gallery Specialist (Art Center Specialist)      Job Opening ID: 1554  
 Job Opening Status: 010 Open      Job Type: Standard  
 Job Title: Art Center-Museum Spec      Job Code: 400689  
 Position Number: 00152366  
 Business Unit: ABC01 ABC College  
 Job Family: THARTS Theatres Arts and Museums





[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

**Manage Applicants** | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

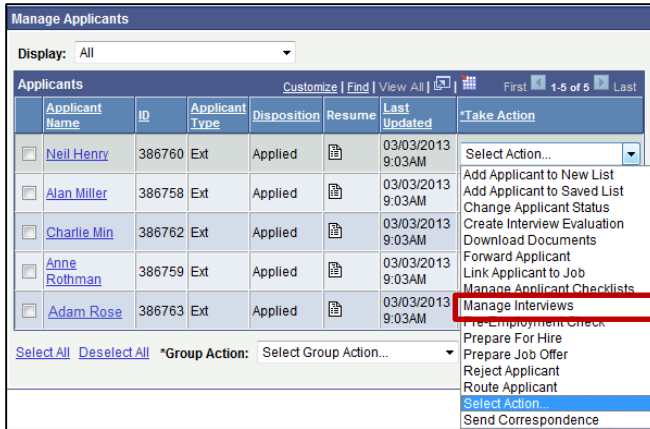
Manage Applicants

Display: All

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	Take Action
Ada Gomez	543211	Ext	Applied		2/4/2013 4:38PM	Select Action...
Adam Rose	543215	Ext	Applied		2/4/2013 2:09PM	Select Action...
Barry Conley	543220	Ext	Applied		2/6/2013 4:31PM	Select Action...
Carol Wright	543340	Ext	Applied		2/7/2013 2:34PM	Select Action...

## 2. SELECT MANAGE INTERVIEWS FROM THE TAKE ACTION MENU

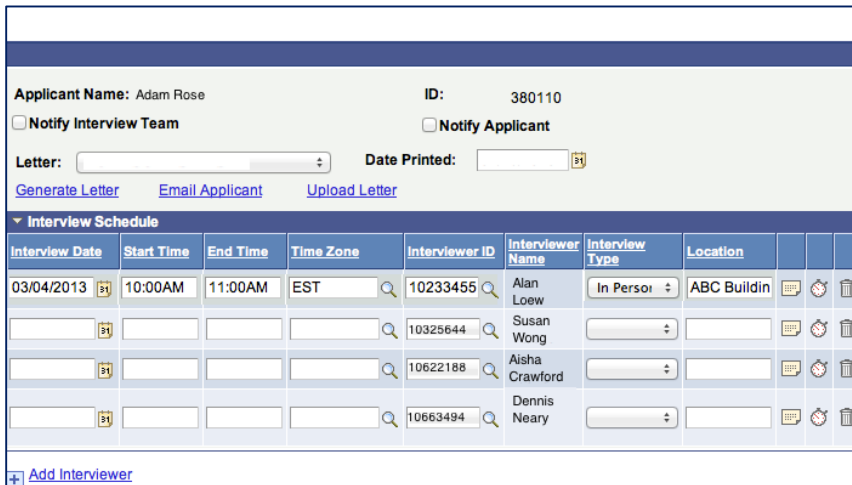
- Select the down triangle for the applicant's **Take Action** field.
- Select **Manage Interviews**



## 3. VIEW OR EDIT THE LIST OF INTERVIEWS

*Note: The list of interviewers (Search Committee members) listed on the Job Opening's Hiring Team will automatically populate the **Interview ID** and **Name** fields*

- To delete an interviewer from the list, click the **Delete** icon to the right of the interviewer's name
- To add an interviewer, click the [Add Interviewer](#) link at the bottom of the Interview Schedule and input the additional Interviewer's ID



#### 4. INPUT THE INTERVIEW DETAILS

- Select **Notify Interview Team** to send an Interview Schedule Notification email to each Interviewer (Search Committee Member) when the interview schedule is saved and submitted

- Do not select **Notify Applicant** since the Interview letter will be sent to the applicant

*Note: If you select Notify Applicant and email a letter attachment, the applicant will receive the Interview Schedule Notification email and the Interview Schedule email with the letter attachment.*

- Input the following into the Interview Schedule:

*Note: The information below will be listed on letter.*

- Interview Date
- Start and End Time

*Note: CUNYfirst uses military time. If you are setting an interview up for 2:00 pm, it will be entered as 1400 in the Start Time field, or you could type 2:00 with the pm.*

- Time Zone (type the “e” and then click the Magnifier to easily find the EST Time Zone)
- Interviewer ID

*Note: If the Interviewers were listed on the Job Opening’s Hiring Team, their IDs and Names will automatically populate. If the Interviewers are not listed, use the magnifier icon to find and select the Interview’s ID and Name.*

- Interview Type (application reviews, in person, phone, presentation demonstration, video conferencing, or webcast)
- Location (use up to 60 characters to include building, office, and room location)

- Click the **Comments** icon to access the Comments page and enter interviewer-specific comments
- Input the schedule for each member of the Search Committee
- Click **Save**

**Applicant Name:** Adam Rose      **ID:** 380110

**Notify Interview Team**       **Notify Applicant**

**Letter:** [dropdown]      **Date Printed:** [calendar icon]

[Generate Letter](#)    [Email Applicant](#)    [Upload Letter](#)

**Interview Schedule**

Interview Date	Start Time	End Time	Time Zone	Interviewer ID	Interviewer Name	Interview Type	Location			
03/04/2013 [calendar icon]	9:00AM	10:00AM	EST [magnifier icon]	10232311 [magnifier icon]	Alan Loew	In Person [dropdown]	ABC College	[calendar icon]	[clock icon]	[trash icon]
03/04/2013 [calendar icon]	9:00AM	10:00AM	EST [magnifier icon]	10325644 [magnifier icon]	Susan Wong	In Person [dropdown]	ABC College	[calendar icon]	[clock icon]	[trash icon]
03/04/2013 [calendar icon]	9:00AM	10:00AM	EST [magnifier icon]	10622188 [magnifier icon]	Aisha Crawford	In Person [dropdown]	ABC College	[calendar icon]	[clock icon]	[trash icon]
03/04/2013 [calendar icon]	9:00AM	10:00AM	EST [magnifier icon]	10663494 [magnifier icon]	Dennis Neary	In Person [dropdown]	ABC College	[calendar icon]	[clock icon]	[trash icon]

[+ Add Interviewer](#)

## 5. GENERATE THE LETTER TEMPLATE

*Note: Depending on your computer set up, you may need to accept firewall pop-up messages to display the document*

- Select the down triangle for the **Letter:** field and select the interview letter
- Do not populate the **Date Printed:** field as the system automatically populates this field after you manually generate the letter
- Select the [Generate Letter](#) link to generate an interview letter based on the selected template

*Note: If the Generate link is greyed out, save the Save button.*

- Click OK to open the document in Microsoft Word

The screenshot shows a web interface for managing an applicant. At the top, the applicant's name is 'Adam Rose' and their ID is '380110'. There are checkboxes for 'Notify Interview Team' and 'Notify Applicant'. The 'Letter' dropdown menu is set to 'HRS\_INT\_LETTER\_IS1' and is highlighted with a red box. The 'Date Printed' field is empty. Below these are three buttons: 'Generate Letter' (highlighted with a red box), 'Email Applicant', and 'Upload Letter'. A section titled 'Interview Schedule' contains a table with columns for Interview Date, Start Time, End Time, Time Zone, Interviewer ID, Interviewer Name, Interview Type, and Location. The table lists four interview slots for 03/04/2013 from 9:00AM to 10:00AM EST, each with a different interviewer: Alan Loew, Susan Wong, Aisha Crawford, and Dennis Neary. At the bottom left, there is a '+ Add Interviewer' link.

Interview Date	Start Time	End Time	Time Zone	Interviewer ID	Interviewer Name	Interview Type	Location
03/04/2013	9:00AM	10:00AM	EST	10232311	Alan Loew	In Person	ABC College
03/04/2013	9:00AM	10:00AM	EST	10325644	Susan Wong	In Person	ABC College
03/04/2013	9:00AM	10:00AM	EST	10622188	Aisha Crawford	In Person	ABC College
03/04/2013	9:00AM	10:00AM	EST	10663494	Dennis Neary	In Person	ABC College

*Note: The system merges applicant data into the selected letter template and opens the resulting letter in Microsoft Word. If you do not need to make any modifications to the letter, you do not need to save a copy. Close the window and continue with the [Email Applicant](#) Link after generating the letter.*

- View a copy of the letter on the screen
- If you need to modify the letter, make the modifications, save the modified version to a folder on your computer (remember where you save the file because you will need to upload/attach it to the Interview Schedule email)
- Close the document window and browser window



### Sample of Interview Schedule Letter 1

March 3, 2013

Adam Rose  
123 Main Street  
New York, NY 10014

Dear Adam,

An interview has been scheduled for you on the following date:

Date	Time	Interviewer	Location
30 March 2013	9:00	Alan Loew	ABC Building, Room 202
30 March 2013	9:00	Susan Wong	ABC Building, Room 202
30 March 2013	9:00	Aisha Crawford	ABC Building, Room 202
30 March 2013	9:00	Dennis Neary	ABC Building, Room 202

If you are unable to keep these appointments or if you have any questions, please contact me at (212) 555-3333. Thank you for taking time to interview with us. Careful consideration will be given to your experience and skills with regard to the position.

Thank you for considering CUNY as a prospective employer. We wish you success in your job search.

Sincerely,  
Barbara Smith  
Interview Coordinator

## 6. UPLOAD THE LETTER

- To attach the revised letter to the applicant’s email, click the [Upload Letter](#) link
- Select **Browse**
- Find and double-click the document
- Click the **Upload** button

## 7. EMAIL THE LETTER

- Click the [Email Applicant](#) link
- Notice the **Contact Method** is Email, an option that can be changed to Letter if you are planning to mail the letter rather than email
- Leave the **Letter** field blank when sending a generated Interview Schedule letter
- Notice the applicant’s name is in the **To:** field, the Search Committee Chair is in the **CC:** field, and the **Include Interested Parties** is selected
- Add any additional people to the **BCC** or **CC** list who need to be informed of the interview schedule
- Notice the person who is sending the email is listed in the **Sender Information** field
- Input a **Subject** for the email
- Keep the Access as **Public**

*Note: The Recruiter and Chief Diversity Officer for the Job Opening will be the only people who have access to the Job Opening – Contact Notes screen*

- Input a message to the applicant indicating the attachment

- Click in the selection box for the attachment filename in the **Attachments** section to attach the generated letter to the email

*Note: In addition to the letter, you may want to attach other documents, e.g., directions, instructions, forms, etc. Use the [Add Attachment](#) link and follow the Step 6 to choose and upload an additional attachment to the email.*

- Click **Preview** (the attachment will not appear in Preview)
- Select **Return** to exit Preview and return to the Send Correspondence screen
- Review the email to ensure the information is correct and attachments are selected
- Click **Send** button
- Click **Save and Submit** from the Interview Schedule screen

**Send Correspondence**

Preview Send Cancel

**Message Type and Method**  
 \*Contact Method: Email  
 Letter:

**Recipient Information**  
 To: asrosejr@gmail.com  
 Cc: bwashington@abc.cuny.edu  
 Bcc:   
 Include Interested Parties

**Sender Information**  
 From: Wilson Mendez-Lorenzo

**Message**  
 \*Subject: Interview Schedule Confirmation and Details  
 \*Access: Public  
 Message: Adam, attached is a letter confirming you interview schedule and directions to the campus.  
 Please email me if you have any questions.  
 Regards,  
 Barbara

Filename	Description
2013-02-19-18.06.15.0000001306Interview_Letter - Adam_Rose.rtf	Interview letter

Sample of the email with the letter attachment sent to the applicant

Reply Reply All Forward

cunyfirsthcmcu1-do-not-reply@mail.cuny.edu

To: asrosejr@gmail.com  
 Cc: bwashington@abc.cuny.edu  
 Attachments: adamroseinterviewletter.rtf (49) (Open as Web Page)

Dear Adam Rose

Attached is a letter confirming your interview schedule and directions to the campus.

Please email Danielle Evans at devans@abc.mail.edu if you need further assistance.

Sincerely,  
 Barbara Washington

## 8. CONFIRM THE INTERVIEW SCHEDULE

After saving and submitting the interview schedule, the Manage Applicant screen appears where you can confirm the details listed on the job page

- Click the [Interview Schedule/Evaluation](#) link to view and confirm the schedule

**Manage Applicant: Adam Rose**

You have successfully scheduled an interview for Daniel Goldberg 2537

<b>Name:</b> Adam Rose	<b>Applicant Type:</b> External Applicant
<b>Applicant ID:</b> 1234	<b>POI Type:</b> Unknown
<b>Contact:</b> Email	<b>Status:</b> 010 Active
<b>Phone:</b> 212-444-3333	<b>Address:</b> 55 West 10th Street New York, New York 10014 Manhattan
<b>Email:</b> asrose@gmail.com	

\*Take Action: Select Action...  [Previous](#) | [Next](#) | [Applicant](#)  
[Applicant](#) [Applicant List](#)

Applicant Activity [Contact Notes](#) [Applicant Data](#)

[Current Status](#) **[Interview Schedule/Evaluation](#)** [Expenses](#)


Interview Schedule						
Date	Start Time	End Time	Time Zone	Interviewer	Location	Job
<a href="#">2013-01-24</a>	10:00AM	11:00AM	EST	Nancy Zane	Abc College, Room 101	<a href="#">IT Training Consultant (Non-Teaching Adjunct 4 or 5) - Part Time Position</a>

[Manage Interviews](#)

## COMPLETE AN INTERVIEW EVALUATION

After interviewing an applicant, interviewers (Search Committee members) evaluate the applicant using a paper evaluation form. The Search Committee Chair will use all the evaluations to create a summary interview evaluation of the applicant in CUNYfirst. The evaluation includes fields for giving the applicant an overall rating and for recommending how to proceed in the recruiting process.

### 1. ACCESS THE JOB OPENING AND APPLICANT LIST

- Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening
- Click the [Manage Applicants](#) link, if not already selected or greyed out
- Find the applicant's name you want to evaluate

**Job Opening**





Posting Title: Art Gallery Specialist (Art Center Specialist)      Job Opening ID: 1554  
 Job Opening Status: 010 Open      Job Type: Standard  
 Job Title: Art Center-Museum Spec'l      Job Code: 400689  
 Position Number: 00152366  
 Business Unit: ABC01 ABC College  
 Job Family: THARTS Theatres Arts and Museums

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)  
[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

**Manage Applicants**

Display: All






Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<a href="#">Ada Gomez</a>	543211	Ext	Applied		2/4/2013 4:38PM	Select Action...
<a href="#">Adam Rose</a>	543215	Ext	Applied		2/4/2013 2:09PM	Select Action...
<a href="#">Barry Conley</a>	543220	Ext	Applied		2/6/2013 4:31PM	Select Action...
<a href="#">Carol Wisht</a>	543340	Ext	Applied		2/7/2013 2:34PM	Select Action...

### 2. SELECT THE CREATE INTERVIEW EVALUATION ACTION

- Select the Pull Down triangle for the Job Opening's **Select Action** field
- Select **Create Interview Evaluation**

**Manage Applicants**

Display: All

Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<a href="#">Neil Henry</a>	386760	Ext	Applied		03/03/2013 9:03AM	Select Action...
<a href="#">Alan Miller</a>	386758	Ext	Applied		03/03/2013 9:03AM	Add Applicant to New List Add Applicant to Saved List Change Applicant Status <b>Create Interview Evaluation</b> Download Documents
<a href="#">Charlie Min</a>	386762	Ext	Applied		03/03/2013 9:03AM	Forward Applicant Link Applicant to Job Manage Applicant Checklists
<a href="#">Anne Rothman</a>	386759	Ext	Applied		03/03/2013 9:03AM	Manage Interviews Pre-Employment Check
<a href="#">Daniel Goldberg</a>	386763	Ext	Applied		03/03/2013 9:03AM	Prepare For Hire Prepare Job Offer Reject Applicant Route Applicant Select Action... Send Correspondence

Select All   Deselect All   \*Group Action: Select Group Action...

### 3. INPUT THE EVALUATION RATINGS

- The Interview Evaluation screen displays. Check the applicant name and job opening to ensure you are evaluating the correct applicant
- The Interview Date and Interview Type fields display the date and interview type that were entered when the interview was scheduled
- Note the categories for the application
- Select the down triangle for the first category's interview rating
- Select a rating (Outstanding = 5, Very Good = 4, Acceptable = 3, Unsatisfactory = 1, N/A = 0)
- Notice the score will automatically populate by the interview rating selected
- Complete each category

Applicant Name: Daniel Goldberg ID: 38403  
 Job Opening ID: 2537 Job: IT Training Consultant (Non-Teaching Adjunct: 4 or 5) - Part Time Position

Buttons: Save, Submit Evaluation, Cancel, Return to Previous Page

Interview Date: 01/21/2013 Interview Type: In Person

Rate Applicant Category	Interview Rating	Score
Communication Skills		0
Job Knowledge	Acceptable	0
Customer Service	N/A (Not Applicable)	0
Diversity	Outstanding	0
Interpersonal	Unsatisfactory	0
Professionalism	Very Good	0
Management		0
Leadership		0

Recommendation: Overall Rating: Recommendation:

General Comments:

### 4. INPUT THE RECOMMENDATION

- Click the down triangle for the Overall Rating and select a rating (Outstanding = 5, Very Good = 4, Acceptable = 3, Unsatisfactory = 1, N/A = 0)
- Click the down triangle for the Recommendation and select a recommendation and reason (Interview, Hold, Reject, Withdrawn) which provides feedback to the Recruiter
- Input comments in the General Comments based on your Overall Rating and Recommendations

Recommendation

Overall Rating: Outstanding  
 Recommendation: 005 Interview Reason: 5-Invite to final Inten

General Comments

Applicant is one of six applicants the committee is recommending to continue with the next step of the recruiting process.

- Click **Submit Evaluation**

## 5. CONFIRM THE EVALUATION AND RECOMMENDATION

After submitting the Evaluation, the Manage Applicant screen automatically displays with the Search Chair’s name, interview rating, recommendation and a link to view the application

Interview Evaluations						
Interviewer	Job	Interview Rating	Interview Type	Recommendation	Score	View Evaluation
Barbara Washington	<a href="#">Art Gallery Specialist (Art Center Specialist)</a>	Outstanding	In Person	020 Make Offer	34.000	<a href="#">View Evaluation</a>