

NDSU NORTH DAKOTA
STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

Recruiting Solutions



BROADBAND POSITIONS

HUMAN RESOURCES OFFICE

JILL SACKENREUTER - 231-8525
Associate Director of Recruitment & Administration

1000 Band: Administrative/Managerial
3000 Band: Professional

CINDY BREYER - 231-5678
Recruitment Specialist

4000 Band: Technical & Paraprofessional
5000 Band: Office Support
6000 Band: Crafts/Trade
7000 Band: Services

NON-BROADBAND POSITIONS - FACULTY SEARCH

PROVOST & EQUITY OFFICE

ANGELA BACHMAN - 231-7150
Academic Personnel Coordinator

0000 Band: Executive/Administrative
2000 Band: Faculty

Recruiting Solutions

Recruiting Solutions is comprised of two modules in the PeopleSoft system. ***Candidate Gateway*** (where candidates go to look and apply for jobs) and ***Talent Acquisition Manager*** (the internal HR module for recruiters, hiring supervisors, and others to create, post, interview and hire candidates). The goal of the project is to streamline and make process improvements. The system-wide NDUS implementation of **Recruiting Solutions** will integrate with the current Peoplesoft HRMS. It is designed to create a better candidate experience and improve efficiencies for employee onboarding.

Advantages

- Will speed up the hiring process as information goes right into PeopleSoft
- Will improve efficiencies in employee onboarding
- Will provide cost savings
- Has look and feel of PeopleSoft

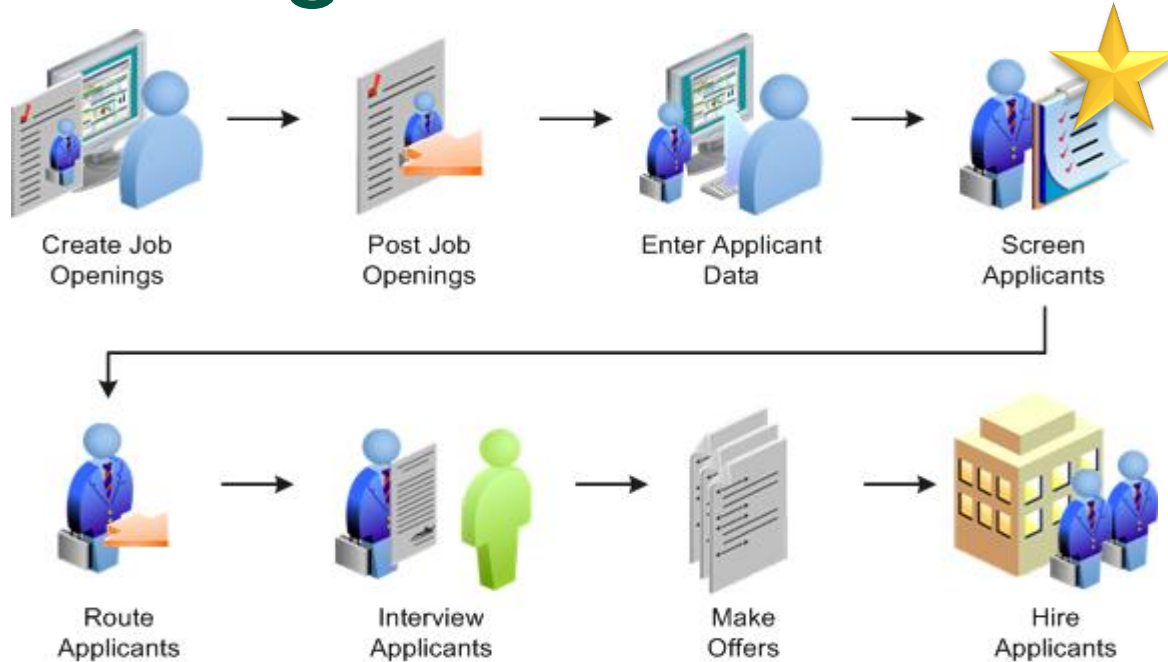
Student/Temp Hires

Student and Temp Hires will need to be posted in both Recruiting Solutions and CareerLink.

Note:

- Recommend posting position in Recruiting Solutions first and then post in CareerLink. The posting in CareerLink will need to have the Recruiting Solutions position link to allow candidates to apply.

Recruiting Process Overview



Note: The screening process will remain the same as current process.

Recruiting Process Overview

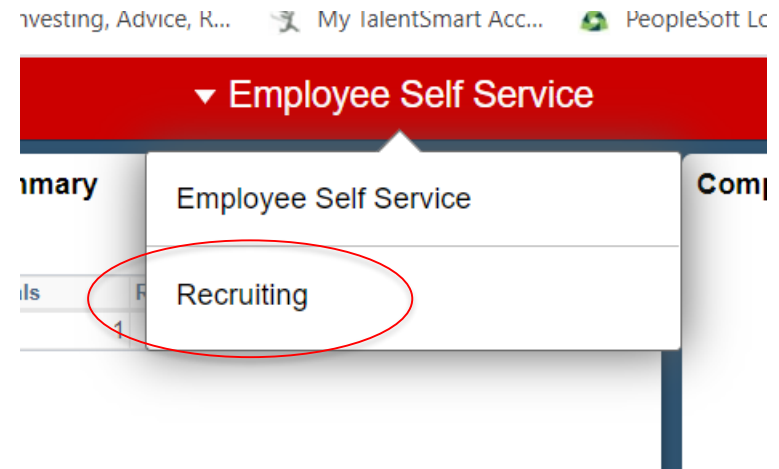
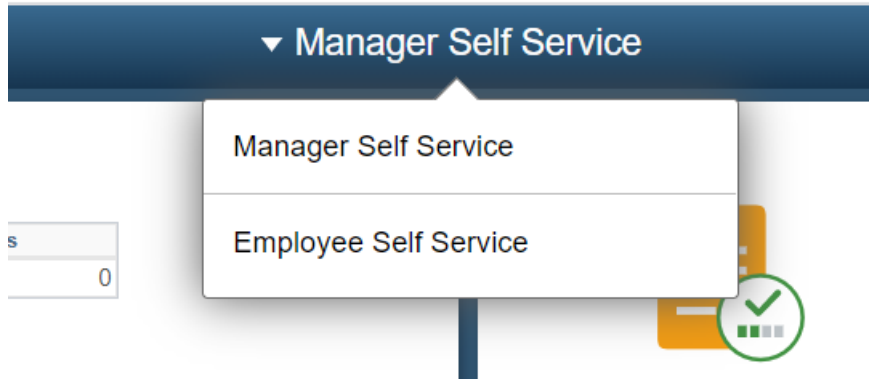
Create Job Openings	Users create job openings; defining qualifications, creating questionnaires, establishing screening rules, creating posting content, and identifying the hiring team.
Post Job Openings	Users post jobs to Candidate Gateway, Campus websites, external job boards, and social media sites.
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.

RECRUITING SOLUTIONS BASICS

- 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.

How do I access?

You will access Recruiting Solutions through your PeopleSoft login. The Recruiting selection will be added once the system is live.



USER ROLES

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 the job opening.

HIRING MANAGER

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. 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.

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.

HUMAN RESOURCES (HR)

Human Resources will generally be responsible for processing the final Hire of the selected candidates through the ND Hire process.

Recruiter View



Hiring Manager View

KOTA SYSTEM Manager Self Service Home Search

Hires/Terms Approval Summary <table border="1"><thead><tr><th>Transaction Type</th><th>Approvals</th><th>Reviews</th></tr></thead><tbody><tr><td>Hire Request</td><td>11</td><td>0</td></tr></tbody></table>		Transaction Type	Approvals	Reviews	Hire Request	11	0	View Total Rewards 	Company Directory 	My Team
Transaction Type	Approvals	Reviews								
Hire Request	11	0								
Team Time 1 Exceptions	Approvals 0	OnBoarding Status 	Absence Requests 	Emergency Contact 						
Open Jobs 13	I-9 Extension / Everify 	Recruiting Activities 	New Hire Request 	New Hire Approve/Review 						
HE Employee Review 	HE Leave Balances 									

My Job Openings

My Job Openings



13 Jobs Assigned to Me

Recruiting **My Job Openings** Home Search Settings

Quick Search

Search My Job Openings »

[Clear Search](#) [Personalize Filters](#)

My Job Openings 13 results found for "Jobs Assigned to Me".

Actions Filter Search Refresh

Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants	
<input type="checkbox"/> Controller/Director Bus Affair 2 2921700	Dickinson	<input type="checkbox"/>	Krissy Kilwein	1	4	4	>
<input type="checkbox"/> Controller/Director Bus Affair 2921699	Dickinson	<input type="checkbox"/>	Krissy Kilwein	1	4	4	>
<input type="checkbox"/> Heat Plant Operator 2921691	Dickinson	<input type="checkbox"/>	Krissy Kilwein	13	1	2	>
<input type="checkbox"/> SBDC Business Advisor 2 2921663	Dickinson	<input type="checkbox"/>	Krissy Kilwein	35	0	11	>
<input type="checkbox"/> Technical Support Specialist 2921661	Dickinson	<input checked="" type="checkbox"/>	Krissy Kilwein	41	0	3	>
<input type="checkbox"/> Professor 2 2921660	Dickinson	<input type="checkbox"/>	Krissy Kilwein	47	0	0	>
<input type="checkbox"/> Professor							

My Applicants

My Applicants



30 Applicants

Recruiting **My Applicants** Home Search Flag More Refresh

Quick Search

Search My Applicants »
[Clear Search](#) [Personalize Filters](#)

My Applicants 30 results found for "View All"

Actions Filter Search Sort

Applicant Name/Applicant ID	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
<input type="checkbox"/> Sonia Petrillo 40428	432/543-6453		2	Controller/Director Bus Affair 2 2921700			>
<input type="checkbox"/> Belinda Devereaux 40427	333/444-6666		2	Controller/Director Bus Affair 2 2921700			>
<input type="checkbox"/> Rosalind Nyland 40426	333/444-9999		2	Controller/Director Bus Affair 2 2921700			>
<input type="checkbox"/> Dot Zbornak 40425	333/888-4444		2	Controller/Director Bus Affair 2 2921700			>
<input type="checkbox"/> easton test 40424	312/123-1234		1	Lib SYST Applic/Web Integrator 2921635			>

Recruiting Activities

Recruiting Activities



Recruiting Activities

Recruiting Activities

Home | Personalize Page

Search Applicants

Recruiting Home | Browse Applicants | Saved Searches

Quick Search | Keyword Search | Advanced Search

Search Criteria

Search My Applicants

First Name

Last Name

Alternate Character Name

Applicant Status

Applicant Type

Applied Within

Applied Between And

Job Opening ID

Applicant ID

Search Clear

Applicant Lists

Applicant Lists



2

My Applicant Lists Home Search Flag More Refresh

You are on HECG Help Personalize Page


My Applicant Lists

[Recruiting Home](#) | [Search Applicants](#) | [Create New List](#)

Find List Display Only My Lists Refresh

List Details

1-1 of 1 View All

List	Description	Access	Date Created	Owner	
CKLEIN List 1	CKLEIN List 1	Private	2020-01-24	Connie Klein	

Recruiting Alerts

Recruiting Alerts



45

Search Applicants

Recruiting Alerts

Upcoming Job Postings Closing 0

New Applicants 4

Recruiting Approvals 1

Questionnaire Requests 5

Unevaluated Answers 0

Interviews Today 1

Interview Evaluations 31

Offers to Prepare 0

Open Online Job Offers 1

Hires to Prepare 2

Search Applicants

Recruiting Home | Browse Applicants | Saved Searches

Quick Search | Keyword Search | Advanced Search

Search Criteria ?

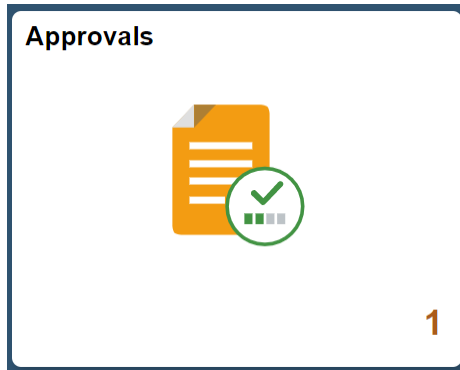
4 Result(s) Found

Search Results ?

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address
<input type="checkbox"/>	Dot Zbornak	40425	External Applicant	010 Active	333/888-4444	work.bucket.1+DZBORNAK@gmail.com
<input type="checkbox"/>	Rosalind Nyland	40426	External Applicant	010 Active	333/444-9999	work.bucket.1+RNYLAND@gmail.com
<input type="checkbox"/>	Belinda Devereaux	40427	External Applicant	010 Active	333/444-6666	work.bucket.1+BDEVEREAUX@gmail.com
<input type="checkbox"/>	Sonia Petrillo	40428	External Applicant	010 Active	432/543-6453	work.bucket.1+SPETRILLO@gmail.com

Select All Deselect All Group Actions

Approvals

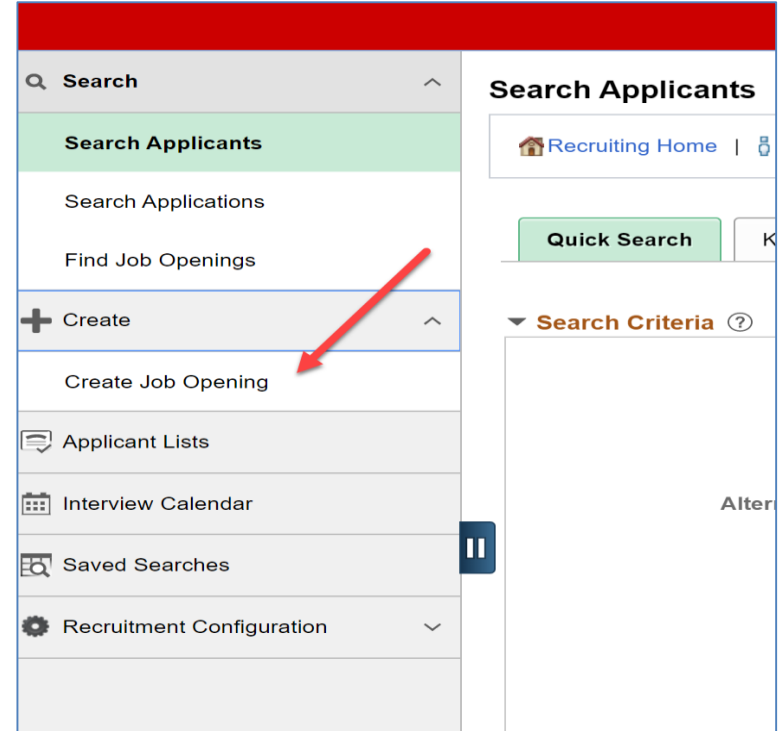


Pending Approvals			
View By	Type		
All	1	All	1 row
Job Opening	1	Job Opening	
		Requester - Krissy Kilwein	Routed
		Administrative Asst	Job ID - 2921693
			01/30/2020

Create a Job Opening



The first step in Recruiting Solutions is to create a job opening.



Primary Job Opening

Recruiting Activities

Search

Create

Create Job Opening

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type	Standard Requisition
*Business Unit	DSU01 <input type="text"/> Dickinson State University
*Job Family	<input type="text"/>
Department	<input type="text"/>
Position Number	<input type="text"/>
Job Code	<input type="text"/>
*Recruiting Location	<input type="text"/>
*Job Posting Title	<input type="text"/>

Justification

Recruiting Activities Job Op

File an RECO

Job Opening

[Save and Open](#) [Save as Draft](#) | [Recruiting Home](#) | [Notifications](#) | [Staff One](#)

Job Opening ID: NCU
Job Posting Title: Admin Secretary
Job Code: 511001 (Academic Assistant)
Position Number: 0018449 (Admin Secretary)
Primary Recruiting Location: 1325 (Fargo)

Status: 400 Draft
Business Unit: NDSU21 (North Dakota State University)
Department: 7675 (NDS Plant Science)
Job Family: 5210 (Academic Assistant)

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

Opening Information

Job Opening Type: Standard Requisition

Created By: 245546 LG Lucinda Bryner

Created: 08/18/2026

*Openings to Fill: Limited Number of Openings Justification:

Target Openings:

Available Openings:

Establishment ID: NDS North Dakota State University

Business Unit: NDSU21 North Dakota State University

Company: NDS North Dakota State University

Posting: 1 of 1 View All

*Fund Code:

*Department:

Job Opening

Job Opening Type: Select Standard Requisition or Continuous Job Opening

Business Unit: Defaults to the Business Unit for the person creating the job opening.

Position Number: Enter Position Number you are filling. The system is designed to allow you to enter only the Position Number, the other fields will default in based on the Position Number

Job Family: Defaults from position number entered.

Department: Defaults from position number entered.

Job Code: Defaults from position number entered.

Recruiting Location: Defaults from position number entered. This is the location that will show up for applicants searching for jobs on Candidate Gateway.

Posting Title: Defaults from position number entered. If you would like the job posting title to be more descriptive of the position, you can make the change here. For Continuous Job Openings, this field is required when a Position or Job Code are not entered.

Job Opening

- The Job Opening page appears populated with data from the position selected on the Primary Job Opening Information page.
- The Job Opening page always displays the header information that was setup on the Primary Job Opening Information page.

***For Staff and Faculty positions, the Create Job Opening component is organized across different tabs or pages: Job Information, Job Posting, and Hiring Team.**

Job Information

Job Opening

[Save and Submit](#) [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW **Status** 005 Draft
Job Posting Title Administrative Sec **Business Unit** DSU01 (Dickinson State University)
Job Code 521001 (Administrative Sec) **Department** 2110 (Literature and Language)
Position Number 00022951 (Administrative Sec) **Job Family** 5210 (Academic Assistant)
Primary Recruiting Location 1007 (Dickinson)

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

Opening Information ?

Job Opening Type Standard Requisition

Created By Connie Klein

Created

***Openings to Fill** ▼

Target Openings

Available Openings

Establishment ID Dickinson State University

Business Unit Dickinson State University

Position Number Administrative Sec

Company Dickinson State University

Funding

[← Recruiting Activities](#) **Job Opening**

You are on HECG

Funding | | | 1 of 1 | | View All

*Fund Code + -

*Department

*Account

Project/Grant

Program Code

Notes

Department 3200 Facilities Management

Status Code 005 Draft

Status Reason

Status Date 08/11/2020

Opening Information

THINGS TO NOTE:

Available Openings: Generally, use the same number as Target Openings. As you hire applicants for this opening, this number will reduce. Once all available openings are filled, the opening will automatically close.

Location: Defaults in from position. This is the location code on the position.

Staffing Information: This information defaults from Position Data or Job Code Table.

Salary Information: This information defaults from Workforce Administration.

Recruiting Area: Defaults in from location setup. This is the location that will show up for applicants searching for jobs on Candidate Gateway.

Job Posting

Job Opening

Save and Submit

Save as Draft



[Recruiting Home](#)



[Notification](#)

[Start Over](#)

Job Opening ID 2921701

Job Posting Title Administrative Sec

Job Code 521001 (Administrative Sec)

Position Number 00022951 (Administrative Sec)

Primary Recruiting Location 1007 (Dickinson)

Status 005 Draft

Business Unit DSU01 (Dickinson State University)

Department 2110 (Literature and Language)

Job Family 5210 (Academic Assistant)

Job Information

Qualifications

Screening

Job Posting

Hiring Team

Job Postings [?]

No job postings exist for this job opening.

Add Job Posting

Save and Submit

Save as Draft



[Recruiting Home](#)



[Notification](#)

[Start Over](#)


[Top of Page](#)


Posting Information

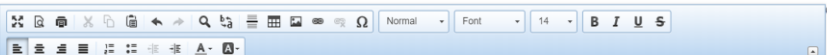
Posting Information

*Posting Title

Job Descriptions 1 of 1

*Description Type  Template

*Visibility 



Provides day to day administrative and clerical support for department. Assists with budget administration and provides secretarial support to the Chairs and departments. Acts as departments' receptionist. Maintains departmental files and performs clerical support functions.

Job Posting Destinations

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Description

Job Title Administrative Sec

Job ID 2921701

Location Dickinson

Full/Part Time Full-Time

Regular/Temporary Regular

[Return to Previous Page](#)

[Switch to Internal View](#)

Position Information

Provides day to day administrative and clerical support for department. Assists with budget administration and provides secretarial support to the Chairs and departments. Acts as departments' receptionist. Maintains departmental files and performs clerical support functions.

About Us

DICKINSON STATE UNIVERSITY is a regional four-year institution within the North Dakota University System. The university's mission is to provide high quality, accessible programs; to promote excellence in teaching and learning; to support scholarly and creative activities; and to provide service relevant to the economy, health, and quality of life for the citizens of the state of North Dakota. For more information about Dickinson State University please visit www.dickinsonstate.edu and watch this [video](#).

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Postings

- Integrates with Higher Ed Jobs
- Positions will also be posted to:
 - Job Service
 - Indeed
 - JobsHQ

Hiring Team

Job Information Qualifications Screening Job Posting **Hiring Team**

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary		
Connie Klein	0319599	<input checked="" type="checkbox"/>		

Add Recruiter **Add Recruiter Team**

Hiring Managers ?

*Name	Manager ID	Primary		
Krissy Kilwein	0418110	<input checked="" type="checkbox"/>		

Add Hiring Manager

Interviewers ?

*Name	Interviewer ID		
Krissy Kilwein	0418110		
Jennifer Zier	0645825		

Add Interviewer

Approvals

Job Opening

[Save](#) | [Recruiting Home](#) | [Clone](#) | [Create New](#) | [Next Job Opening](#) | [Print Job Opening](#)

Job Opening ID 2921701 **Status** 006 Pending Approval
Job Posting Title Administrative Sec **Business Unit** DSU01 (Dickinson State U
Job Code 521001 (Administrative Sec) **Department** 2110 (Literature and Lang
Position Number 00022951 (Administrative Sec) **Job Family** 5210 (Academic Assistant
Primary Recruiting Location 1007 (Dickinson)

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

Job Approvals

Default Recruiter/HR

Job Opening: Pending

Supervisor_Recruiter

Pending Not Routed

Multiple Approvers Multiple Approvers

Recruiter Group HR

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

Comments Text

The Approval workflow chain will appear displaying the steps that are defined on the Approval Setup for the Institution and Job Type.

Here the user can add Ad Hoc approvers into the workflow by clicking the green plus-sign icon.

Student Job Opening

Primary Job Opening Information

[←Return](#) | [🏠 Recruiting Home](#)

Job Details [?]

Job Opening Type	<input type="text" value="Standard Requisition"/>	
*Business Unit	<input type="text" value="DSU01"/>	Dickinson State University
*Job Family	<input type="text" value="8800"/>	Student General
Department	<input type="text" value="2010"/>	Stoxen Library
Position Number	<input type="text" value="00012139"/>	Student General
Job Code	<input type="text" value="880001"/>	Student General
*Recruiting Location	<input type="text" value="1007"/>	Dickinson
*Job Posting Title	<input type="text" value="Student General"/>	

Continue

Student Job Opening

Job Opening

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW
Job Posting Title Student General
Job Code 880001 (Student General)
Position Number 00012139 (Student General)
Primary Recruiting Location 1007 (Dickinson)

Status 005 Draft
Business Unit DSU01 (Dickinson State University)
Department 2010 (Stoxen Library)
Job Family 8800 (Student General)


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

Opening Information ?

Job Opening Type Standard Requisition

Created By 0319599 Connie Klein

Created 02/04/2020

***Openings to Fill** 

Establishment ID Dickinson State University

Business Unit Dickinson State University

Position Number Student General

Company Dickinson State University

Activity & Attachments

Manage Job Opening

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Status 006 Pending Approval
Business Unit DSU01 (Dickinson State University)
Department 2110 (Literature and Language)
Job Family 5210 (Academic Assistant)

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

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

Opening Information ?

Job Opening Type Standard Requisition
Created By 0319599



From the Activity & Attachments tab you can view the history of the Job Opening status, add and view Notes, Attachments, and Expenses related to the Job Opening.

Job History & Notes



Job History ?			
Date	Subject	Reason	Action Taken By
02/05/2020	010 Open		Catherine Greicar
02/03/2020	006 Pending Approval		Connie Klein
02/03/2020	005 Draft		Connie Klein

Job Opening Notes

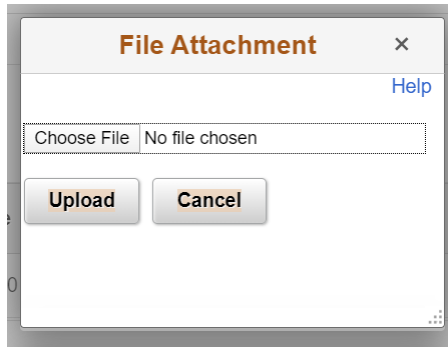
[Help](#)

Note Date: 02/04/2020  *Audience: Public 

*Subject: Relocation of Position

Details: This position is being relocated to the Library.  

Attachments & Add Expenses

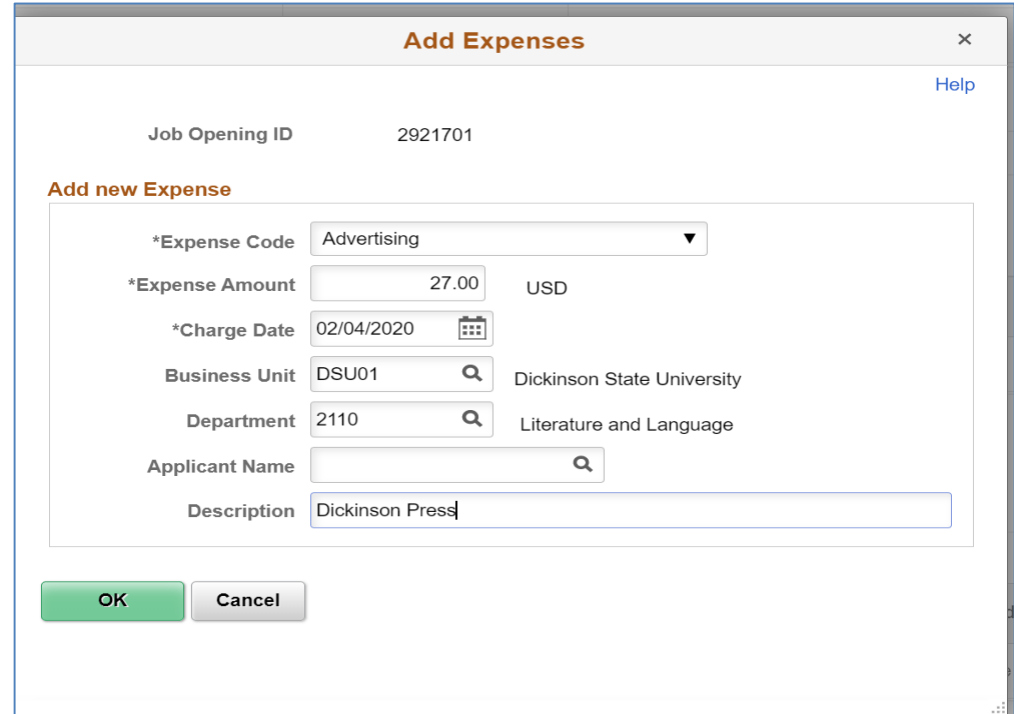


File Attachment x

[Help](#)

Choose File No file chosen

Upload **Cancel**



Add Expenses x

[Help](#)

Job Opening ID 2921701

Add new Expense

*Expense Code Advertising ▼

*Expense Amount 27.00 USD

*Charge Date 02/04/2020 📅

Business Unit DSU01 🔍 Dickinson State University

Department 2110 🔍 Literature and Language

Applicant Name 🔍

Description Dickinson Press

OK **Cancel**

Search Job Openings

There are a variety of methods for finding **Job Openings** in the system. Each method operates differently and displays **Job Openings** search results differently.

Search

- Search Applicants
- Search Applications
- Find Job Openings**
- + Create
- Applicant Lists
- Interview Calendar
- Saved Searches
- Recruitment Configuration

Recruiting Activities

Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

Search Criteria

Job Posting Title

Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search **Clear**

Search Results

Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

▶ **Search Criteria** ?

8 Results Found

Search Results ?

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Student General	2921705	Draft	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/10/2020
<input type="checkbox"/>	Custodial Operations Lead	2921704	Pending	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/10/2020
<input type="checkbox"/>	Custodial Operations Lead	2921703	Draft	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/10/2020
<input type="checkbox"/>	Administrative Sec	2921702	Draft	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	0		02/04/2020
<input type="checkbox"/>	Administrative Sec	2921701	Open	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	7		02/03/2020
<input type="checkbox"/>	Controller/Director Bus Affair 2	2921700	Open	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	4		02/02/2020
<input type="checkbox"/>	Controller/Director Bus Affair	2921699	Open	Standard Requisition	<input type="checkbox"/>	Dickinson	1	1	4		02/02/2020
<input type="checkbox"/>	Administrative Asst	2921693	Pending	Standard Requisition	<input type="checkbox"/>	Bismarck	1	1	0		01/30/2020

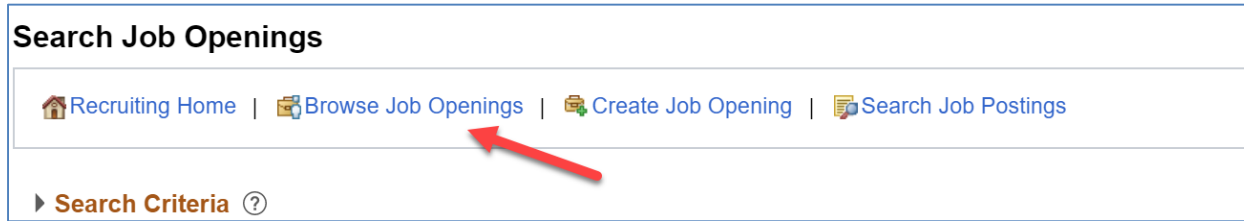
Select All Deselect All ▼ Group Actions

The search results will return only Job Openings that are associated with the user.

Search Job Openings

You can also search using the following:

- Browse Job Openings

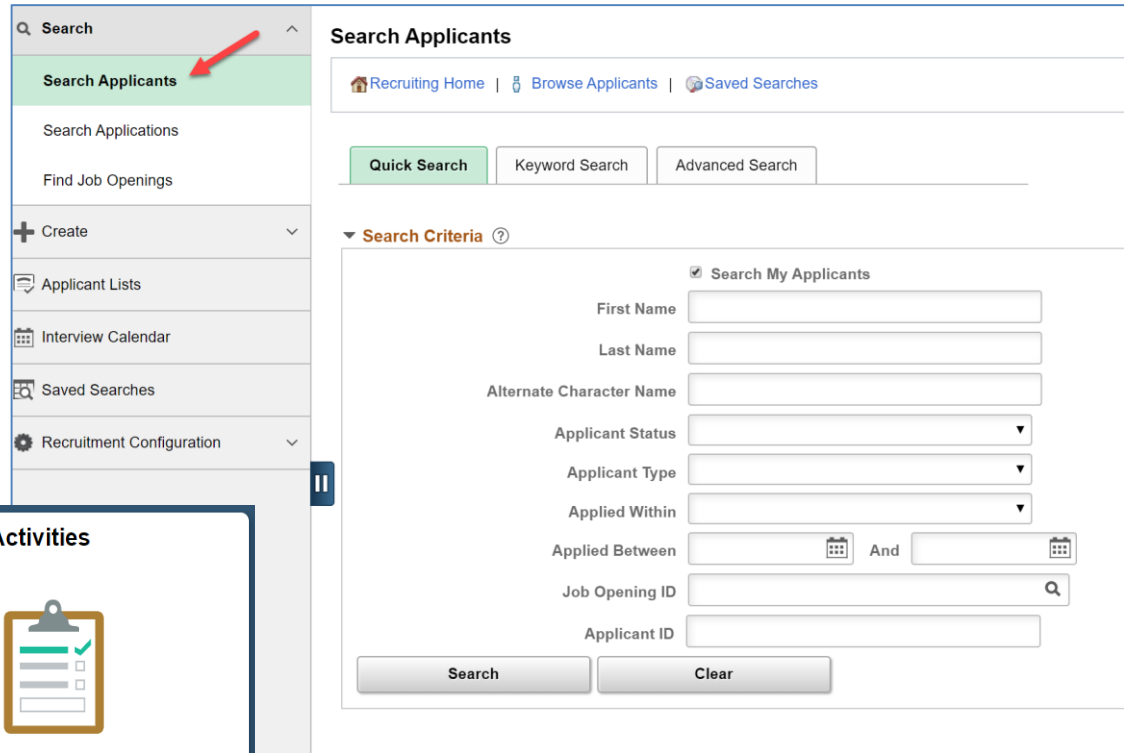


- My Job Openings
 - Can personalize filters to change results list



Search Applicants

There are a variety of methods for finding **Applicants** and **Applications** in the system. Each method operates differently and displays **Applicants** and **Application** search results differently.



Search Applicants

[Recruiting Home](#) | [Browse Applicants](#) | [Saved Searches](#)

Quick Search | Keyword Search | Advanced Search

Search Criteria ?

Search My Applicants

First Name

Last Name

Alternate Character Name

Applicant Status

Applicant Type

Applied Within

Applied Between

Job Opening ID

Applicant ID

Search **Clear**



Search Results

Search Applicants

[Recruiting Home](#) | [Browse Applicants](#) | [Saved Searches](#)

Quick Search | [Keyword Search](#) | [Advanced Search](#)

► **Search Criteria** ⓘ

8 Result(s) Found

Search Results ⓘ

1-8 of 8 | View All

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	Janet Good	40363	External Applicant	010 Active	555/777-3333	work.bucket.1+JGOOD@gmail.com	02/05/2020	2	▼ Actions
<input type="checkbox"/>	Peter Ordel	40384	External Applicant	010 Active	765/765-7654	work.bucket.1+PORDEL@gmail.com	02/05/2020	5	▼ Actions
<input type="checkbox"/>	Ben Linus	40391	External Applicant	010 Active	333/888-4444	work.bucket.1+BLINUS@gmail.comXX	02/05/2020	2	▼ Actions
<input type="checkbox"/>	test testt	40416	External Applicant	010 Active	312/432-1212	karthik.shanm@gmail.com	02/05/2020	4	▼ Actions
<input type="checkbox"/>	Rosaling Nyland	40426	External Applicant	010 Active	333/444-9999	work.bucket.1+RNYLAND@gmail.com	02/05/2020	3	▼ Actions
<input type="checkbox"/>	Sonia Petrillo	40428	External Applicant	010 Active	432/543-6453	work.bucket.1+SPETRILLO@gmail.com	02/05/2020	3	▼ Actions
<input type="checkbox"/>	Randall Wald	40430	Employee	010 Active	701/239-6623	Randy.Wald@ndus.eduXX	02/05/2020	1	▼ Actions
<input type="checkbox"/>	Pork Ribs	40431	External Applicant	010 Active	701/555-1234	work.bucket.nd+PRIBS@gmail.com	02/10/2020	0	▼ Actions

Select All | Deselect All | ▼ Group Actions

NOTE: The search results return only Applicants that are attached to job openings where you are either the originator or part of the hiring team.

Search Results

You can also search using the following:


- Browse Applicants
 - Narrow down your results by using the Faceted Filters

Search Applicants

[Recruiting Home](#) | [Browse Applicants](#) | [Saved Searches](#)

Browse Applicants

[Return](#) | [Recruiting Home](#) | [Browse Job Openings](#) | [Search Applicants](#) Personalize

Search applicants 































010 Active | [Clear All Filters](#)

Filter by

- Applicant Type**
External Applicant (35)
- Status
010 Active (35)
- Location
United States (35)
- Applied In
2020 (18)
2019 (17)

35 matches found.

Applicants

Applicant ID	Name	Applicant Type	Status	Preferred Contact	Phone	Email	Jobs Applied	Last Job Applied To	Application	Print
40428	Sonia Petrillo	External Applicant	010 Active	Not Specified	432/543-6453		3	2921701 - Administrative Sec		
40427	Belinda Devereaux	External Applicant	010 Active	Not Specified	333/444-6666		2	2921700 - Controller/Director ...		
40426	Rosalind Nyland	External Applicant	010 Active	Not Specified	333/444-9999		3	2921701 - Administrative Sec		
40425	Dot Zbomak	External Applicant	010 Active	Not Specified	333/888-4444		2	2921700 - Controller/Director ...		
40424	easton test	External Applicant	010 Active	Not Specified	312/123-1234		1	2921635 - Lib SYST Applic/Web ...		
40423	rowen test	External Applicant	010 Active	Not Specified	312/321212		1	2921635 - Lib SYST Applic/Web ...		
40422	danielle test	External Applicant	010 Active	Not Specified	312/312-3123		1	2921643 - Programmer/Analyst		
40420	karthik applicant2	External Applicant	010 Active	Not Specified	312/493-0000		1	2921655 - Administrative Sec		
40419	Troy Barnes	External Applicant	010 Active	Not Specified	333/999-2222		1	2921691 - Heat Plant Operator		
40418	karthik applicant	External Applicant	010 Active	Not Specified	432/321-1234		2	2921643 - Programmer/Analyst		

Search Results

You can also search using the following:

- Search Applications

A screenshot of a web application interface for searching applications. On the left is a sidebar menu with options: Search, Search Applicants, Search Applications (highlighted in green with a red arrow pointing to it), Find Job Openings, Create, Applicant Lists, Interview Calendar, Saved Searches, and Recruitment Configuration. The main content area is titled "Search Applications" and includes navigation links for Recruiting Home, Search Applicants, and Search Job Openings. It features "Quick Search" and "Advanced Search" buttons. Below is a "Search Criteria" section with a checkbox for "Include Applications Not Linked to a Job Opening" and various search filters: First Name, Last Name, Applicant Status (set to Active), Applied Within, Applicant ID, Disposition, Job Posting Title, Job Opening ID, Job Opening Status (set to Open), Category, Hiring Manager, and Recruiter. Search and Clear buttons are at the bottom.

Search Applications

Search Applications

[Recruiting Home](#) | [Search Applicants](#) | [Search Job Openings](#)

Quick Search | [Advanced Search](#)

▶ **Search Criteria** ?

4 Results Found

Search Results ?

Select	Application	Applicant	Applicant ID	Job Opening	Disposition	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Application	Sonia Petrillo	40428	2921699 - Controller/Director ...	010 Applied							▼ Other Actions
<input type="checkbox"/>	Application	Belinda Devereaux	40427	2921699 - Controller/Director ...	010 Applied							▼ Other Actions
<input type="checkbox"/>	Application	Rosalind Nyland	40426	2921699 - Controller/Director ...	010 Applied							▼ Other Actions
<input type="checkbox"/>	Application	Dot Zbornak	40425	2921699 - Controller/Director ...	010 Applied							▼ Other Actions

Select All | Deselect All | ▼ Group Actions

Search Results

You can also search using the following:

- My Applicants

My Applicants



30 Applicants

Quick Search

Search My Applicants »

[Clear Search](#) [Personalize Filters](#)

My Applicants

31 results found for "View All"

Actions

Applicant Name/Applicant ID	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
<input type="checkbox"/> Hugo Reyes 40389	999/888-2222		1	SBDC Business Advisor 2 2921663			>
<input type="checkbox"/> Janet Good 40363	555/777-3333		2	Administrative Sec 2921701			>
<input type="checkbox"/> Rosalind Nyland 40426	333/444-9999		3	Administrative Sec 2921701			>
<input type="checkbox"/> test testt 40416	312/432-1212		4	Administrative Sec 2921701			>
<input type="checkbox"/> Randall Wald 40430	701/239-6623		1	Administrative Sec 2921701			>
<input type="checkbox"/> Ben Linus 40391	333/888-4444		2	Administrative Sec 2921701			>
<input type="checkbox"/> Peter Odel				Administrative Sec			>

Manage Job Opening

From your My Job Openings list, select a Job Opening with Applicants applied. In the Applicants column you will see the number of Applicants who have applied. The Manager Job Opening page will appear.

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Applicants	Applicant Search	Applicant Screening	Activity & Attachments	Details
-------------------	------------------	---------------------	------------------------	---------

Applicant Information

- During the application process, applicants will be able to opt into different notifications.
- Text notifications are available as an option.
- They can select the type of notifications they would like to receive during the applicant registration process, the application submission, and during the job offer process.

Applicants

Manage Job Opening

[Recruiting Home](#) |
 [Search Job Openings](#) |
 [Next](#) |
 [Create New](#) |
 [Clone](#) |
 [Refresh](#) |
 [Add Note](#) |
 [Interviews](#) |
 [No Category](#) |
 [Print Job Opening](#)
[Personalize](#)

Job Opening ID 2921701 **Status** 010 Open
Job Posting Title Administrative Sec **Business Unit** DSU01 (Dickinson State University)
Job Code 521001 (Administrative Sec) **Department** 2110 (Literature and Language)
Position Number 00022951 (Administrative Sec) **Job Family** 5210 (Academic Assistant)

[Applicants](#) |
 [Applicant Search](#) |
 [Applicant Screening](#) |
 [Activity & Attachments](#) |
 [Details](#)

All (7) |
 Applied (6) |
 Reviewed (0) |
 Screen (0) |
 Route (0) |
 Interview (1) |
 Offer (0) |
 Hire (0) |
 Hold (0) |
 Reject (0)

Applicants ⊕

1-7 of 7 View All

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition ^a	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	
<input type="checkbox"/>	Randall Wald		40430	Employee	Applied								▼ Other Actions
<input type="checkbox"/>	Janet Good		40363	External	Applied								▼ Other Actions
<input type="checkbox"/>	Peter Ordal		40384	External	Applied								▼ Other Actions
<input type="checkbox"/>	Ben Linus		40391	External	Applied								▼ Other Actions
<input type="checkbox"/>	Rosalind Nyland		40426	External	Applied								▼ Other Actions
<input type="checkbox"/>	Sonia Petrillo		40428	External	Applied								▼ Other Actions
<input type="checkbox"/>	test test		40416	External	Interview								▼ Other Actions

[Select All](#) [Deselect All](#) ▼ Group Actions

View Applicant

From the **Manage Job Opening – Applicants** grid you can access the Applicant Information

Applicants ?

☰ 🔍

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition ▲	Application	Resume	Mark Review
<input type="checkbox"/>	Randall Wald		40430	Employee	Applied			
<input type="checkbox"/>	Janet Good		40363	External	Applied			
<input type="checkbox"/>	Peter Ordell		40384	External	Applied			
<input type="checkbox"/>	Ben Linus		40391	External	Applied			
<input type="checkbox"/>	Rosalind Nyland		40426	External	Applied			
<input type="checkbox"/>	Sonia Petrillo		40428	External	Applied			
<input type="checkbox"/>	test test		40416	External	Interview			

Manage Job Opening

You can view the following:

- Manage Applicant
- Applicant Data
- References
- Notes
- Applicant note
- Expenses
- History

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Previous | Next | Add Note | Add to List | Add Application | Change Status | Link to Job | >> | Personalize

Name Janet Good
Applicant ID 40363
Applicant Type External Applicant
Status 010 Active

Preferred Contact Not Specified
Phone 555/777-3333
Email work.bucket.1+JGOOD@gmail.com
Address 123 Main Fargo, ND 58103

Applicant Activity | Notes | **Applicant Data** | Interested Parties

Personal Information | **References**

Applicant

*Applicant Type External Applicant
Preferred Contact Not Specified

Applicant Status

*Status Code Active
Status Reason
Status Date 11/18/2019
Registered Online Yes
 Inactivate Online Account

Name

Name Format English
Name Prefix
*First Name Janet
Middle Name
*Last Name Good
Name Suffix

Address

Country United States
Address 1 123 Main
Address 2
Address 3
City Fargo
State North Dakota
Postal 58103
County

Email Addresses

Primary	*Email Type	Email Address	
<input checked="" type="checkbox"/>	Home	work.bucket.1+JGOOD@gmail.com	<input type="button" value=""/>

Add Email Address


Phone Numbers



Primary	*Phone Type	Telephone	Extension	Country Code	
<input checked="" type="checkbox"/>	Home	555/777-3333			<input type="button" value=""/>



















Add Phone Number

View Resume

From the **Manage Job Opening – Applicants** grid you can view the Resume

Applicants 

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition 	Application	Resume	Mark Review 
<input type="checkbox"/>	Randall Wald		40430	Employee	Applied			
<input type="checkbox"/>	Janet Good		40363	External	Applied			
<input type="checkbox"/>	Peter Ordell		40384	External	Applied			
<input type="checkbox"/>	Ben Linus		40391	External	Applied			
<input type="checkbox"/>	Rosalind Nyland		40426	External	Applied			
<input type="checkbox"/>	Sonia Petrillo		40428	External	Applied			
<input type="checkbox"/>	test testt		40416	External	Interview			

Note: You can also access the Resume, as well as Cover Letter, and other Attachment documents from the **Manage Application** page.

Student Work Study Verification

Job Opening ID 2921699
Job Posting Title AR Student Assistant
Job Code 880001 (Student General)
Position Number 00012138 (AR Student Assistant)

Statu
Business Un
Departmer
Job Famil

Applicants Applicant Search Activity & Attachments Details

All (4) Applied (4) Reviewed (0) Screen (0) Route (0) Interview (0)

Applicants ?

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Work Study Verification	Application
<input type="checkbox"/>	Austin Kozojed		40332	External	Applied	⚠	
<input type="checkbox"/>	Jack Mason		40330	External	Applied	⚠	
<input type="checkbox"/>	Jessica Smith		40333	External	Applied	⚠	
<input type="checkbox"/>	Michelle Nguyen		40331	External	Applied	⚠	

Select All Deselect All Group Actions

The Work Study Verification information displayed is pulled in real-time from the Campus Solutions system.

Routing

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.

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Status 010 Open
Business Unit DSU01 (Dickinson State University)
Department 2110 (Literature and Language)
Job Family 5210 (Academic Assistant)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (7) Applied (0) Reviewed (0) **Screen (5)** Route (0) Interview (1) Offer (0) Hire (0)

Applicants ②

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition [^]	Application	Resume	Mark Reviewed	Route	Intervi
<input type="checkbox"/>	Janet Good		40363	External	Screen					
<input type="checkbox"/>	Randall Wald		40430	Employee	Screen					
<input type="checkbox"/>	Peter Ordell		40384	External	Screen					
<input type="checkbox"/>	Rosalind Nyland		40426	External	Screen					
<input type="checkbox"/>	Ben Linus		40391	External	Screen					

Select All Deselect All ▼ Group Actions

Route Applicants

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (7) | Applied (0) | Reviewed (0) | **Screen (5)**

Applicants

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition
<input checked="" type="checkbox"/>	Janet Good		40363	External	Screen
<input checked="" type="checkbox"/>	Randall Wald		40430	Employee	Screen
<input checked="" type="checkbox"/>	Peter Ordell		40384	External	Screen
<input checked="" type="checkbox"/>	Rosalind Nyland		40426	External	Screen
<input checked="" type="checkbox"/>	Ben Linus		40391	External	Screen

Select All | Deselect All

- Recruiting Actions > Mark Reviewed
- Applicant Actions > Manage Interviews
- Schedule Interview
- Create Interview Evaluation
- Reject Applicant
- Route Applicant
- Withdraw Application
- Edit Application Details

Route Applicant

Submit | Return

Applicants to Route

Applicant ID	Name	Job Opening
40363	Janet Good	Administrative Sec
40384	Peter Ordell	Administrative Sec
40391	Ben Linus	Administrative Sec
40426	Rosalind Nyland	Administrative Sec
40430	Randall Wald	Administrative Sec

Routing Details

*Routing Status 010 Route Reason Peer Review Requested

Recipients

*Routing Date	*Name	Assignment	Response Due Date
02/06/2020	Krissy Kilwein	Manager	02/12/2020

Add Recipient | Add Hiring Team

Notification

Comments Please review and respond with how you would like to proceed

Consolidate all applicants in one email

Include Attachments | Preview Notification

Notify me when a Recipient responds

Submit | Return

Preview Notification and Routing Status

Recipient(s)

To: Krissy Kilwein

Message

*Subject: Applicants that need your review

Message

Dear Krissy Kilwein,

You have been asked to review the following applicants as potential candidates for the respective job openings. Your response is due by Wednesday, February 12, 2020.

[Janet Good](#)
JOID:2921701- Administrative Sec

[Peter Ordel](#)
JOID:2921701- Administrative Sec

[Ben Linus](#)
JOID:2921701- Administrative Sec

[Rosalind Nyland](#)
JOID:2921701- Administrative Sec

[Randall Wald](#)
JOID:2921701- Administrative Sec

Comments:
Please review and respond with how you would like to proceed.
Please access the following page to view applicant attachments and to provide response whether to invite the applicants for interview.

[Route Response](#)

Regards,
Connie Klein

Note: The applicant attachments sent in the email have been renamed.

Attachments

Original File Name	New File Name
Sample_Resume.docx	Rosalind_Nyland_Resumes_2921701.docx

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (7)	Applied (0)	Reviewed (0)	Screen (0)	Route (5)	Interview (1)
---------	-------------	--------------	------------	-----------	---------------

Applicants ?

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition [▲]	Application	R
<input type="checkbox"/>	test test		40416	External	Interview		
<input type="checkbox"/>	Sonia Petrillo		40428	External	Reject		
<input type="checkbox"/>	Janet Good		40363	External	Route		
<input type="checkbox"/>	Randall Wald		40430	Employee	Route		
<input type="checkbox"/>	Peter Ordel		40384	External	Route		
<input type="checkbox"/>	Rosalind Nyland		40426	External	Route		
<input type="checkbox"/>	Ben Linus		40391	External	Route		

Interview Scheduling

RECRUITERS CAN:	APPLICANTS CAN:
Identify Interviewers	Select from available Interview Sessions
Create Interview Series	Notify the Recruiter if they are not available for the available interview sessions
Create individual Interview Sessions	View their scheduled interviews
Identify Applicants to Invite to select from the available Interview Sessions	Please note that you are not required to use this feature, it is optional. This feature <u>will not</u> sync to your Outlook calendar.
Manually Assign an Applicant to and Interview Session	
View and manage scheduled interviews	
Manage Interview Evaluations	

Job Opening – Hiring Team

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary		
Connie Klein	0319599	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hiring Managers ?

*Name	Manager ID	Primary		
Krissy Kilwein	0418110	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interviewers ?

*Name	Interviewer ID		
Krissy Kilwein	0418110	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Zier	0645825	<input type="checkbox"/>	<input type="checkbox"/>

Schedule Interview

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Status 010 Open
Business Unit DSU01 (Dickinson State University)
Department 2110 (Literature and Language)
Job Family 5210 (Academic Assistant)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (7) Applied (0) Reviewed (0) Screen (0) **Route (5)** Interview (1) Offer (0) Hire (0) Hold (0)

Applicants

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition [▲]	Application	Resume	Mark Reviewed	Route	Interview
<input type="checkbox"/>	Janet Good		40363	External	Route					
<input checked="" type="checkbox"/>	Randall Wald		40430	Employee	Route					
<input checked="" type="checkbox"/>	Peter Ordell		40384	External	Route					
<input checked="" type="checkbox"/>	Rosalind Nyland		40426	External	Route					
<input type="checkbox"/>	Ben Linus		40391	External	Route					

Select All Deselect All

- Recruiting Actions >
- Applicant Actions >
- Schedule Interview

Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | Print Job Opening

Begin the Schedule Interview process from the Manage Job Opening page by selecting applicants and using the Group Action – Schedule Interview option.

Create Series & Sessions

Schedule Interviews [Close]

Previous [Next]

Help

Series Selection

3 Applicants Selected

- Create new interview series
- Edit existing interview series

This screenshot shows the 'Series Selection' step of the 'Schedule Interviews' process. It features a 'Previous' button on the left and a 'Next' button on the right. Below the buttons, there is a 'Series Selection' section with a sub-header '3 Applicants Selected'. Two radio buttons are present: 'Create new interview series' (which is selected) and 'Edit existing interview series'.

Schedule Interviews [Close]

Previous [Next]

Help

New Series

How would you like to refer to this interview series?

Job ID:2921701 – Administrative Sec Srs 1

Where will these interviews be held?
This location can be overridden on the sessions.

1003 Green Building

When do sessions become unavailable?

2 Days Prior To Start

This screenshot shows the 'New Series' configuration step. It includes a 'Previous' button and a 'Next' button. The 'New Series' section contains three main fields: 1) A text input field for the series name, containing 'Job ID:2921701 – Administrative Sec Srs 1'. 2) A location selection field with a search icon, containing '1003 Green Building'. 3) A dropdown menu for 'When do sessions become unavailable?' set to '2 Days Prior To Start'. A 'Help' link is visible in the top right corner.

On the Sessions page, manage the selected applicants, and manage sessions.

Schedule Interviews [x] [Help]

Previous [Next

Sessions

Unscheduled Applicants

1-3 of 3 [View All]

	Applicant	Invite	Assign to Session	
1	Peter Ordell	Invite	Assign to Session	—
2	Rosalind Nyland	Invite	Assign to Session	—
3	Randall Wald	Invite	Assign to Session	—

Add to Unscheduled Applicants [Invite All

Session

Interview Date	Interview Start Time	Interview End Time	Venue	Display Name

Add New Session [Delete Session [Edit Session

Schedule Interviews [x] [Help]

Create Session

New Session

Interview Date: 02/07/2020 [calendar icon]

Interview Start Time: 9:00AM [Time Zone: CST [search icon]

Interview End Time: 10:00AM

Location: 1003 [search icon] Green Building

Address: 100 main st North Dakota

Additional Instructions: Park in back, 3rd floor

OK [Cancel

Invite Applicants

Once you have created a sufficient number of sessions for the series, you can invite the applicants to select a session. Typically, the recommendation is to create a greater number of sessions than applicants. This gives all applicants multiple session options to choose from.

The screenshot displays the 'Schedule Interviews' interface. At the top, there are 'Previous' and 'Next' navigation buttons. Below them is the 'Sessions' section, which contains the 'Unscheduled Applicants' table. This table lists three applicants: Peter Ordel, Rosalind Nyland, and Randall Wald. Each applicant has an 'Invite' link and an 'Assign to Session' link. Below the table are two buttons: 'Add to Unscheduled Applicants' and 'Invite All'. A red arrow points to the 'Invite All' button. Below the 'Unscheduled Applicants' section is the 'Session' section, which contains a table with four rows of session data. The columns are 'Interview Date', 'Interview Start Time', 'Interview End Time', 'Venue', and 'Display Name'. The sessions are all on 02/07/2020 at the Green Building. At the bottom of the 'Session' section are three buttons: 'Add New Session', 'Delete Session', and 'Edit Session'.

Applicant	Invite	Assign to Session	
1 Peter Ordel	Invite	Assign to Session	—
2 Rosalind Nyland	Invite	Assign to Session	—
3 Randall Wald	Invite	Assign to Session	—

Interview Date	Interview Start Time	Interview End Time	Venue	Display Name
02/07/2020	9:00AM	10:00AM	Green Building	
02/07/2020	10:00AM	11:00AM	Green Building	
02/07/2020	11:00AM	12:00PM	Green Building	
02/07/2020	1:00PM	2:00PM	Green Building	

Schedule Interviews

Schedule Interviews [X] [Help]

Send Invitation

To: All Unscheduled Applicants

Subject: Invitation to participate in an upcoming interview -Job ID:2921701 – Administrative Sec Srs 1

Additional message to include in Invitation (optional)
Please bring materials.

Send Invitation **Cancel**

Success (30008,26)
Invitation Sent Successfully

OK

To: If an individual applicant is invited, their name will appear. If multiple applicants are invited, “All Unscheduled Applicants” will display.

Subject: The subject of the email that the invited applicants will receive is the text “Invitation to participate in an upcoming interview – Job ID xxxxx – (Series title)”

Additional message to include in invitation: Enter any additional information that you want to communicate to the applicants in the invitation email.

Session

	Interview Date	Interview Start Time	Interview End Time	Venue	Display Name
<input checked="" type="radio"/>	02/07/2020	9:00AM	10:00AM	Green Building	
<input type="radio"/>	02/07/2020	10:00AM	11:00AM	Green Building	
<input type="radio"/>	02/07/2020	11:00AM	12:00PM	Green Building	
<input type="radio"/>	02/07/2020	1:00PM	2:00PM	Green Building	
<input type="radio"/>	02/07/2020	2:00PM	3:00PM	Green Building	Good,Janet

Once an applicant has selected an interview session through Candidate Gateway, or has been assigned to an interview session manually, their name will appear in the Display Name column for the session on the Sessions page.

The applicant's disposition status will be updated to Interview, and scheduled interview record will be created. The applicant will receive a notification confirming their scheduled interview, and a notification will appear for the applicant in Candidate Gateway.

Manage Scheduled Interviews

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Status 010 Open
Business Unit DSU01 (Dickinson State University)
Department 2110 (Literature and Language)
Job Family 5210 (Academic Assistant)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (7) Applied (0) Reviewed (0) Screen (0) Route (4) Interview (2) Offer (0) Hire (0)

Applicants ⓘ

☰ 🔍

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition [▲]	Application	Resume	Mark Reviewed	Route	Interview
<input type="checkbox"/>	test testt		40416	External	Interview					
<input type="checkbox"/>	Janet Good		40363	External	Interview					
<input type="checkbox"/>	Sonia Petrillo		40428	External	Reject					
<input type="checkbox"/>	Peter Ordell		40384	External	Route					
<input type="checkbox"/>	Ben Linus		40391	External	Route					
<input type="checkbox"/>	Rosalind Nyland		40426	External	Route					
<input type="checkbox"/>	Randall Wald		40430	Employee	Route					

Manage Interviews

Manage Interviews

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

Applicant Name Janet Good **Job Opening ID** 2921701
Applicant ID 40363 **Job Opening Status** 010 Open
Job Posting Title Administrative Sec **Business Unit** DSUJ01 (Dickinson State University)
Job Code 521001 (Administrative Sec) **Position Number** 00022951 (Administrative Sec)

Interview Summary ⓘ

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
•	02/07/2020	2:00PM	3:00PM	CST	100 main st North Dakota	✔	Confirmed	005 Interview	

Interview Details ⓘ

[Edit Interview Schedule](#)

Date: 02/07/2020
Start Time: 2:00PM CST
End Time: 3:00PM CST
Location: 100 main st North Dakota
Submitted: Yes
Status: Confirmed

Final Recommendation ⓘ

Final Recommendation: 005 Interview
Reason:
Average Score: 0

Interview Evaluations ⓘ

Name	Interview Rating	Interview Type	Recommendation	Score	Action
Krissy Kilwein				0.000	Evaluate Applicant
Jennifer Zier				0.000	Evaluate Applicant

[Create New Evaluation](#)

Use the Manage Interview page to view and edit scheduled interviews; and to manage interview evaluations.

Interview Schedule

Submit Save as Draft | Return Personalize

Job Opening ID 2921701
 Job Opening Status 010 Open
 Submitted Yes

Business Unit DSU01 (Dickinson State University)
 Job Posting Title Administrative Sec.
 Position Number 00022951 (Administrative Sec)

Janet Good (1)

Applicant ID 40363
 Applicant Type External Applicant
 Preferred Contact Not Specified

Interview 1 - 02-07-2020 2:00 PM To 3:00 PM CST

*Date 02/07/2020
 *Start Time 2:00PM
 *End Time 3:00PM
 *Time Zone CST

Interview Status Confirmed
 Interview Type
 Applicant Response None

Initiator Connie Klein
 Notify Applicant
 Notify Interview Team

Interviewers

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
0418110	Krissy Kilwein	02/07/2020	2:00PM	3:00PM	CST	None			
0645825	Jennifer Zier	02/07/2020	2:00PM	3:00PM	CST	None			

Add Interviewer

Venue Information

Venue Green Building
 green@ndus.edu
 Response

Location 100 main st North Dakota
 230 characters remaining

Add/Edit Venue

The Interview Schedule page can be used to view an interview that was scheduled by the applicant selecting a session, or by the recruiter assigning a session to the applicant. When an interview is scheduled using one of these methods, the page is pre-populated with the interview schedule details.

As an alternative, the Interview Schedule page can be used to set up an interview manually.

Interview Evaluations

After you have gathered feedback using interview evaluations, use the Final Recommendation field to enter a recommendation for the next step in the recruiting process. Until you make a final recommendation, the value in the Final Recommendation field is "Interview."

Manage Interviews

Save | Return Personalize

Applicant Name Janet Good
Applicant ID 40363
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)

Job Opening ID 2921701
Job Opening Status 010 Open
Business Unit DSU01 (Dickinson State University)
Position Number 00022951 (Administrative Sec)

Interview Summary

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="radio"/>	02/07/2020	2:00PM	3:00PM	CST	100 main st North Dakota	<input checked="" type="checkbox"/>	Confirmed	005 Interview	

Interview Details

Date 02/07/2020 [Edit Interview Schedule](#)

Start Time 2:00PM CST
End Time 3:00PM CST
Location 100 main st North Dakota
Submitted Yes
Status Confirmed

Final Recommendation

Final Recommendation 005 Interview

Reason

Average Score 17

Interview Evaluations

Name	Interview Rating	Interview Type	Recommendation	Score	Action
Krissy Killein	Above Average	Campus	020 Make Offer	16.000	View Evaluation
Jennifer Zier	Above Average	Campus	020 Make Offer	18.000	View Evaluation

Create New Evaluation

Interview Details

Interview Evaluation

Applicant Name Janet Good
Job Opening ID 2921701
Submitted By krissy.kilwein

ID 40363
Job Administrative Sec
Date Submitted 02/08/20 10:20AM

Interview Evaluation Details

Interview Date 02/07/2020
Interviewer Name Krissy Kilwein
Evaluation Date 02/08/2020
Interview Type Campus

Rate Applicant

Category	Interview Rating	Score	Comments
Communication Skills	Above Average	3	
Education/Training	Above Average	3	
Work Experience	Average	2	
Technical Skills	Above Average	3	
Professionalism	Average	2	
Additional Comments	Above Average	3	

Recommendation

Overall Rating Above Average
Recommendation 020 Make Offer Reason

General Comments

I would put her at the top of the list.

Select	Applicant Name	Vet Pref	Applicant ID	Type	Dispos
<input type="checkbox"/>	test testt		40416	External	Intervie
<input checked="" type="checkbox"/>	Rosalind Nyland		40426	External	Intervie
<input checked="" type="checkbox"/>	Janet Good		40363	External	Intervie
<input type="checkbox"/>	Sonia Petrillo		40428	External	Reject
<input type="checkbox"/>	Randall Wald		40430	Employee	Route
<input type="checkbox"/>	Peter Ordel		40384	External	Route
<input type="checkbox"/>	Ben Linus		40391	External	Route

Select All Deselect All

Group Actions

- Recruiting Actions >
- Applicant Actions >
 - Add Applicant to List
 - Change Applicant Status
 - Link Applicant to Job
 - Merge Applicant
 - Send Correspondence
- Schedule Interview

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#)

Send Correspondence

The access setting affects who can see the applicant note that correspondence creates. Private correspondence can only be seen by the author. Public correspondence that is not associated with any job openings is visible to all users. Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

Recipients

1-1 of 1 | View All

ID	Applicant Name	Job Opening
40363	Janet Good	2921701 - Administrative Sec

Message Type and Method

*Contact Method:
 Letter:

Recipient Information

To:

Cc:

Bcc:

Include Interested Parties

Sender Information

From:

Use the Send Correspondence page to send ad hoc letters and emails to applicants. For free-form emails, use the Contact Method of Email.

Message

*Subject

*Access

*Message

Attachments

No attachments have been added to this Correspondence

Add Attachment

Preview

Send

Cancel

Send Correspondence Preview

To Janet Good

Cc connie.klein@dsu.edu

Bcc

From Connie Klein

Subject Please provide transcripts

Message

Dear Janet Good

Please email me a copy of your transcripts.

Thanks,
Connie Klein

Return

Applicant Correspondence

Name Janet Good
Applicant ID 45063
Applicant Type External Applicant
Status 010 Active

Preferred Contact Not Specified
Phone 555/777-3333
Email work.bucket.1+JGOOD@gmail.com
Address 123 Main Fargo, ND 58103

Applicant Activity **Notes** Applicant Data Interested Parties

Notes Summary

Select	Subject	Note Date	Author
<input checked="" type="radio"/>	Application letter	02/08/2020 10:39AM	Connie Klein
<input type="radio"/>	Extending Search	02/08/2020 10:37AM	Connie Klein
<input type="radio"/>	Please provide transcripts	02/08/2020 10:34AM	Connie Klein

Note Details

Author: Connie Klein
Date: 02/08/2020

Contact Method: Outbound Letter
Note Audience: Public

Job Openings

Job Opening ID	Posting Title
2921701	Administrative Sec

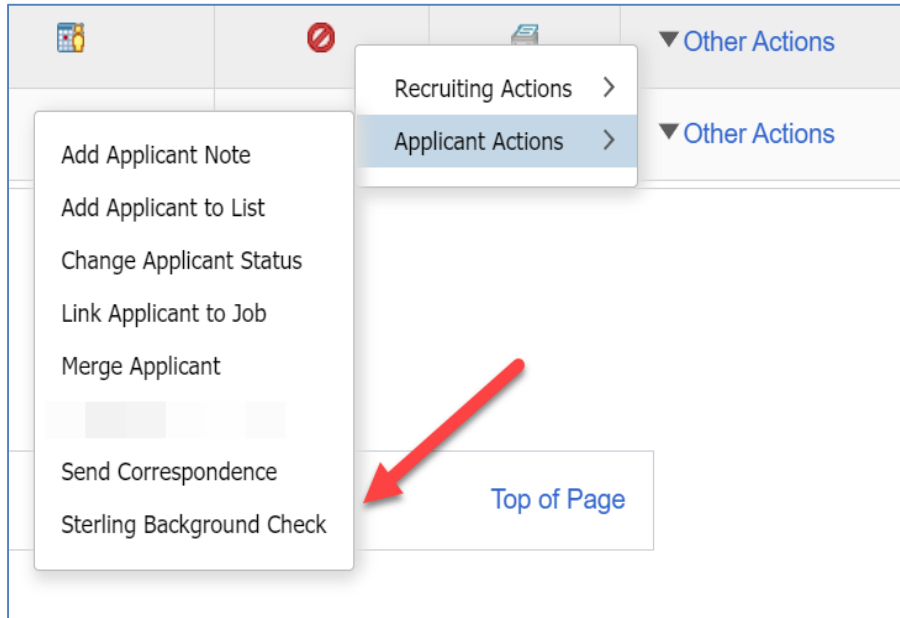
Subject: Application letter

Attachments

File Name	Description	Date Added	Added By
2020-02-08-10.39.11.0000001070HRS_APP_LET.tif	Application letter	02/08/2020 10:39AM	Connie Klein

Add Applicant Note

Sterling Background Check



Initiate and monitor Sterling Background Checks for an Applicant from within PeopleSoft. To initiate or view an existing Background Check, use the Applicant Action of Sterling Background Check.

Note: Process will remain the same as current process.









Making an Offer


Create and manage job offers on the Prepare Job Offer page. To access this page, use the Prepare Job Offer action.

Prepare Job Offer

Use the Prepare Job Offer page to create and manage a job offer. The steps for preparing a Job Offer include:

1. Create the initial Offer Details and submit for Approval.
2. Once Approvals are complete, create the Offer Letter, and add Offer Attachments.
3. Post the Job Offer to the Applicant's Candidate Gateway notifications.

Reject	Print	
		▼ Other Actions
		▼ Other Actions
		▼ Other Actions
		▼ Other Actions
		▼ Other Actions
		▼ Other Actions
		▼ Other Actions



- Create Interview Evaluation
- Prepare Job Offer
- Withdraw Application
- Edit Application Details
- Edit Disposition

- Recruiting Actions >
- Applicant Actions >

Prepare Job Offer

Prepare Job Offer

[Return](#) | [Recruiting Home](#) Personalize

Posting Title Administrative Sec
Job Opening Status 010 Open
Job Title Administrative Sec
Applicant Name Janet Good

Job Opening ID 2921701
Business Unit Dickinson State University
Position Number 00022951 (Administrative Sec.)
Applicant ID 40363

Offer Details 1 of 1 | [View All](#)

Job Opening: 2921701 Administrative Sec
Position Number: 00022951 Administrative Sec
Job Code: 521001 Administrative Sec
Hiring Manager: 0418110 Krissy Kilwein
Recruiter: 0319599 Connie Klein
Status: 006 Pending Approval
Reason:
Created By: Connie Klein

Business Unit: DSU01
Offer Date: 02/08/2020
Start Date: 03/01/2020
***Offer Expiration Date: 02/13/2020**

Applicant Type: External Applicant
Preferred Contact: Not Specified
 Notify Applicant

[Save as Draft](#)
[Submit for Approval](#)
[Post](#)
[Unpost](#)
[Add Revised Offer](#)
[Delete Offer](#)
[Edit Offer](#)

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	43000.00000	Cash	USD	Annual

[Add Offer Component](#)

Offer Letter

Letter: DSU Offer 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](#)


Comments

Added By

Approvals

Posting Title Administrative Sec	Job Opening ID 292170
Job Opening Status 010 Open	Business Unit Dickins
Job Title Administrative Sec	Position Number 000229
Applicant Name Janet Good	Applicant ID 40363

Offer Details [?](#)




Offer Details Approvals 

Job Opening 2921701 **Administrative Sec** **Business Unit** DSU01

When the Job Offer is submitted for approval, the Approvals tab appears. On the Approvals tab you can view the Approval chain. Once the Job Offer is approved, you can create the Offer Letter, add Attachments, and Post the Job Offer to Candidate Gateway.


Offer Letter & Attachments



Offer Letter ?

Letter DSU Offer Letter   Date Printed 

Generate Letter **Upload Letter** **Email Applicant**

Attachments ?

Type	Description	Details	Action Required		
Attachment	Offer Letter	2020-02-08-11.22.03.0000001...	<input type="checkbox"/>		










Add Applicant Attachment  **Add Organizational Attachment** 

Post Job Offer

Posting Title Administrative Sec	Job Opening ID 2921701
Job Opening Status 010 Open	Business Unit Dickinson State University
Job Title Administrative Sec	Position Number 00022951 (Administrative Sec)
Applicant Name Janet Good	Applicant ID 40363

Offer Details [?](#) 1 of 1

Offer Details | Approvals

Job Opening 2921701	Administrative Sec	Business Unit DSU01	 Save as Draft
Position Number 00022951	Administrative Sec	Offer Date 02/08/2020	 Submit
Job Code 521001	Administrative Sec	Start Date 03/01/2020	 Post
Hiring Manager 0418110	Krissy Kilwein	Offer Expiration Date 02/13/2020	 Unpost
Recruiter 0319599	Connie Klein	Applicant Type External Applicant	 Add Revised Offer
Status 010 Extend		Registered Online Yes	 Delete Offer
Reason		Preferred Contact Not Specified	 Edit Offer
Created By Connie Klein		<input checked="" type="checkbox"/> Notify Applicant	 Accept Offer
			 Reject Offer

[Job Offer Components](#) [Offer Letter](#)

To Post the Job Offer to Candidate Gateway, select Notify Applicant, and click on the Post action icon. The Post Online Job Offer page appears.

Post Online Job Offer

Post Online Job Offer [x] [Help](#)

Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer.

Offer Details

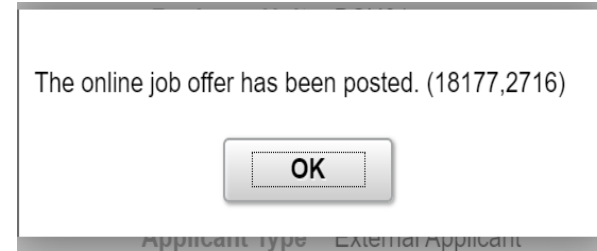
Applicant Name	Janet Good	
Applicant ID	40363	
Job Opening	2921701	Administrative Sec
Position Number	00022951	
Job Code	521001	
Offer Date	02/08/2020	
Start Date	03/01/2020	
Offer Expiration Date	02/13/2020	
Status	010 Extend	
Reason		

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	43000.000000	Cash	USD	Annual

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2020-02-08-11.22.03.0000001...	<input type="checkbox"/>
Attachment	Onboarding Instructions	Sample_Attachment.docx	<input type="checkbox"/>



Review the offer details on this page, then click the Submit button to post the offer.

When the offer is posted, the system generates a Candidate Gateway notification, sends an email to notify the applicant of the job offer, and creates a contact note.

Job Offer Acceptance

Job Opening ID 2921701
Job Posting Title Administrative Sec
Job Code 521001 (Administrative Sec)
Position Number 00022951 (Administrative Sec)

Status 010
Business Unit DSU
Department 2110
Job Family 5210

Applicants Applicant Search Applicant Screening Activity & Attachments Details

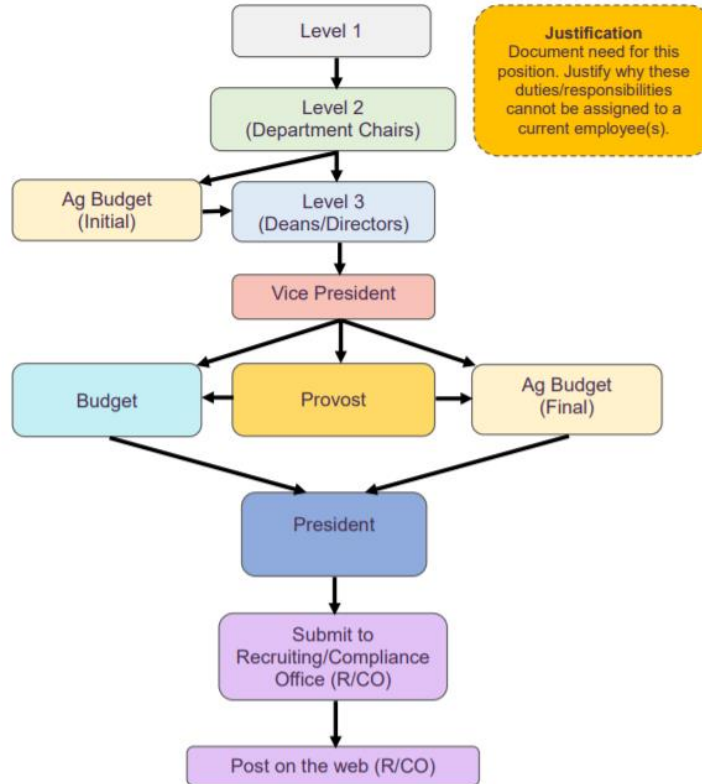
All (6) Applied (0) Reviewed (0) Screen (0) Route (0) Interview (0)

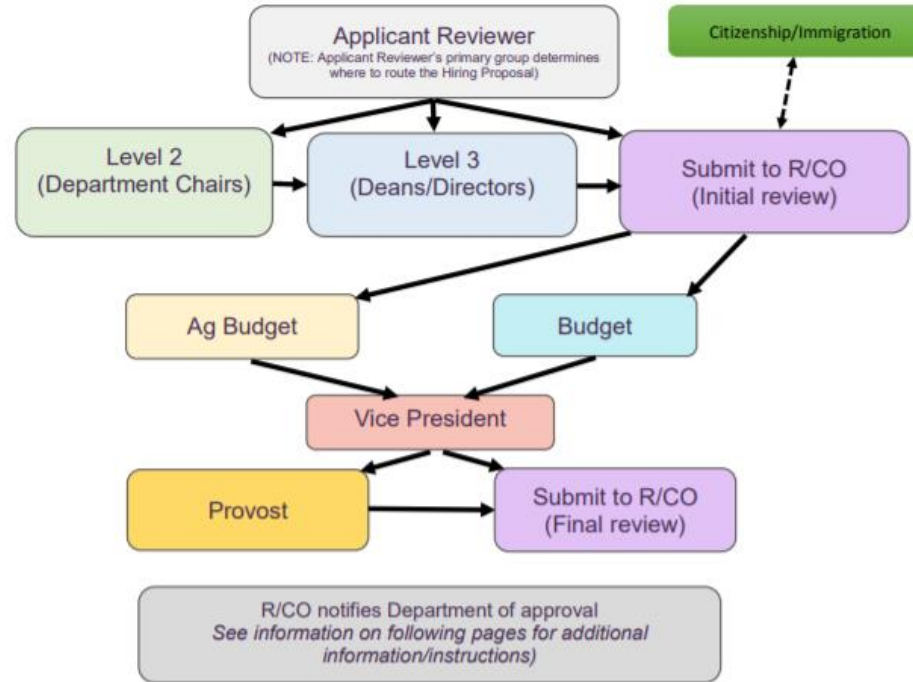
Applicants ⓘ

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition	Application	Resume	M Rev
<input type="checkbox"/>	Ben Linus		40391	External	Hold			
<input type="checkbox"/>	Peter Ordell		40384	External	Hold			
<input type="checkbox"/>	Randall Wald		40430	Employee	Hold			
<input type="checkbox"/>	Rosalind Nyland		40426	External	Hold			
<input type="checkbox"/>	test test		40416	External	Hold			
<input type="checkbox"/>	Janet Good		40363	External	Accepted			

Select All Deselect All ▼ Group Actions

When a Job Offer is Accepted, the applicant's Disposition status updates to Accepted. For Job Openings where the applicant will fill the remaining opening, the other applicants are updated to Hold.





Prepare to Hire

Other Actions

- Create Interview Evaluation
- Prepare Job Offer
- Prepare for Hire
- Withdraw Application
- Edit Application Details
- Edit Disposition

Recruiting Actions >

Applicant Actions >

Top of Page

Prepare for Hire

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID 40363
Applicant Name Janet Good
Current Disposition 071 Offer Accepted
Disposition Date 02/08/2020
Applicant Type External - New
Application Date 02/05/2020

Job Opening ID 2921701 Administrative Sec
Job Opening Type Standard Requisition
Business Unit Dickinson State University
Department Literature and Language
Position Number 00022951 Administrative Sec
Job Code 521001 Administrative Sec

*Type of Hire Hire
*Start Date 03/01/2020
 Send Offer Letter to HR

Hire Comments

Submit Request To HR Cancel

Onboarding

After previous steps are completed and the hire is processed, onboarding begins.

The onboarding process will have some changes. More information will become available as we transition to Recruiting Solutions.

RECRUITING SOLUTIONS TIMELINE

**SUPER USER
TRAINING**

**WEEK OF
AUGUST 17TH**

**USER
TRAINING**

**WEEK OF
AUGUST 24TH**

**PILOT
PROGRAM**

**WEEK OF
AUGUST 24TH**

**STARTING SEPTEMBER 14TH ALL POSITIONS WILL BE POSTED IN
RECRUITING SOLUTIONS TO ASSIST IN THE TRANSITION.**

Thank you!