



HUMAN RESOURCES  
MANAGEMENT

**Recruiting Solutions:  
Manage Applicant Interviews  
HCM 9.0 Business Process Guide**

## Table of Contents

	Page
Introduction.....	1
Processing Steps .....	2
Find Job Openings.....	2
Individual Interview Set up.....	4
Group Interview Setup .....	6
Interview Calendar .....	7

## Introduction

The Manage Applicant Interviews Business Process Guide will provide a high level overview of how to Manage Applicant Interviews within the Recruiting Module.

The Manage Applicant Interviews Process is used to Schedule Interviews with Applicants.

In general, the HCM 8.9 Business Process Guides should be used in the following order:

- Create and Manage Job Openings
- Enter and Manage Applicant Information
- Search for Job Openings and Applicants
- Screen Applicants
- Route Applicants
- **Manage Applicant Interviews**
- Manage Offers
- Prepare for Hire
- Hire Applicants

The guide listed in bold is the guide you are working on now.

## Processing Steps

### Find Job Openings

Navigation: Recruiting > Find Job Opening

1. Enter the Job Opening ID
2. Enter the Status of the Job Opening (Open)
3. Click Search

### Find Job Openings

**Enter Search Criteria**

---

**Job Opening ID:**

**Status:**

**Most Recent Activity:**

**Job Opening Type:**

**Display Jobs:**

**Manager:**

**Recruiter:**

**Originator:**

**Business Unit:**

**Position #:**

**Title:**

**Recruitment Contact:**

[Browse Job Openings](#) [Find Job Postings](#)

- Click on the job Opening title you'll be working with
- If it is not in the list Click 'Click the icon to open Job Opening Search Criteria' and start over

## Find Job Openings

▶ Click icon to open Job Opening Search Criteria

✓ 1 Results Found

Search Results					
Customize   Find   View All       First 1 of 1 Last					
	Job Opening	ID #	Type	Location	Created
<input type="checkbox"/>	<a href="#">Pool - Nurse Practitioner</a>	1535	Continuous Job Opening	CSU Dominguez Hills	04/06/2011

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

[Browse Job Openings](#) [Find Job Postings](#)

- Click on the results
- In the Manage Applicants area, select the candidate(s) that has been scheduled for an interview

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

### Manage Applicants

Display: All

Applicants							
Customize   Find   View All       First 1 of 1 Last							
	Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input type="checkbox"/>	<a href="#">Theresa Berg</a>	18654	Ext	<a href="#">Screen</a>		06/23/2011 9:46AM	Select Action...

[Select All](#) [Deselect All](#) \*Group Action: Select Group Action...

Note: The interviews may be set up two ways

1. Individually, one candidate at a time
2. As a group, several at one time

Individual Interview Set up

- In the Take Action area, on the Select Action menu, select Manage Interviews

The screenshot shows the 'Manage Applicants' interface. At the top, there is a 'Display:' dropdown set to 'All'. Below this is a table of applicants with columns for Applicant Name, ID, Applicant Type, Disposition, Resume, Last Updated, and \*Take Action. The table contains six rows of applicant data. The 'Take Action' column for the third row (Adria Edwards) has a dropdown menu open, listing various actions. The 'Manage Interviews' option is highlighted with a red box.

	Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input type="checkbox"/>	<a href="#">Monica Ponce</a>	3737	Emp	Screen		12/13/2011 3:27PM	Select Action...
<input type="checkbox"/>	<a href="#">Gilbert Hernandez</a>	1008	Ext	Reject		11/02/2011 4:26PM	Change Applicant Status Create Interview Evaluation Manage Applicant Checklists Manage Interviews Pre-Employment Check
<input type="checkbox"/>	<a href="#">Adria Edwards</a>	1002	Emp	Reject		11/02/2011 4:26PM	Prepare For Hire Prepare Job Offer Reject Applicant Route Applicant Select Action...
<input type="checkbox"/>	<a href="#">Adriana Serrano</a>	21501	Ext	Screen		07/14/2011 8:49AM	Send Correspondence Select Action...
<input type="checkbox"/>	<a href="#">Alexis Philips</a>	21477	Ext	Reject		07/14/2011 8:49AM	
<input type="checkbox"/>	<a href="#">Iekeisha lawson</a>	21404	Ext	Reject		07/14/2011 8:49AM	

- Select 'Notify Interview Team'
- Select 'Notify Applicant'
- For all interviewees and Applicants Enter
  1. Interview date
  2. Start time
  3. Estimated end time
  4. Time zone (PST)
  5. Interview Type
    - a. Campus
    - b. Phone
    - c. In house
  6. Location

There is no need to enter more interviewers. Interviewers are approved by HR and should appear here. If not, contact HR.

- Click Save and Submit to send a REMINDER email to the team and the applicant (s)

A notification will appear in the Careers home page as well, for the applicant

The screenshot shows the 'Theresa Berg' applicant profile page. At the top, the applicant's name 'Theresa Berg' is displayed. Below this, the 'Applicant Name' is 'Theresa Berg' and the 'ID' is '18654'. There are two red 'X' icons with the text 'Notify Interview Team' and 'Notify Applicant' respectively. Below these are fields for 'Letter:' (a dropdown menu) and 'Date Printed:' (a date field). There are three buttons: 'Generate Letter', 'Email Applicant', and 'Upload Letter'. A section titled 'Interview Schedule' contains a table with columns: Interview Date, Start Time, End Time, Time Zone, Interviewer ID, Interviewer Name, Interview Type, and Location. The table has one row with the following data: Interview Date (empty), Start Time (empty), End Time (empty), Time Zone (empty), Interviewer ID (00002128), Interviewer Name (Gilbert Hernandez), Interview Type (dropdown), and Location (empty). Below the table is a '+ Add Interviewer' button. There are two sections: 'Attachments' and 'Notes', both containing the text 'No Attachment have been added to this Job Opening.' and 'No notes have been added to this Job Opening.' respectively. At the bottom, there are four buttons: 'Save', 'Save & Submit', 'Cancel', and 'Return to Previous Page'.

Interview Date	Start Time	End Time	Time Zone	Interviewer ID	Interviewer Name	Interview Type	Location
				00002128	Gilbert Hernandez		

**Monica Ponce**

**Applicant Name:** Monica Ponce **ID:** 3737

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

**Letter:** HRS\_INT\_LETTER\_IS3 **Date Printed:** 11/02/2011

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

**Interview Schedule**

Interview Date	Start Time	End Time	Time Zone	Interviewer ID	Interviewer Name	Interview Type	Location			
11/02/2011	9:00AM	9:30AM	PST	00000581	Ormond Rucker	Campus	Wh			
11/02/2011	9:00AM	9:30AM	PST	00001258	Adria Edwards	Campus	Wh			
11/02/2011	9:00AM	9:30AM	PST	00001259	Sonya Winfield	Campus	Wh			
11/02/2011	9:00AM	9:30AM	PST	20228616	Augustin Faustino	Campus	Wh			

Group Interview Setup

- In the Group Action area, select Manage Interviews

**Manage Applicants**

**Display:** All

**Applicants** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

	Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input type="checkbox"/>	<a href="#">Theresa Berg</a>	18654	Ext	<a href="#">Screen</a>		06/23/2011 9:46AM	Select Action...

[Select All](#) [Deselect All](#) **\*Group Action:** [Select Group Action...](#) [Go](#)

- Change Applicant Status
- Manage Interviews
- Print Application
- Reject Applicant
- Route Applicant
- Select Group Action...
- Send Correspondence

[Save](#) [Clone](#) [Create New](#) [Opening Details](#)


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

- Complete the same process as above for all interviewees and Applicants



### Interview Calendar

Navigation: Recruiting > Interview Calendar

Processing Steps	Screen Shot												
<ul style="list-style-type: none"><li>• Enter the Date of the week you wish to review</li> <li>• You should be able to see those candidates who were scheduled for interviews along with the job opening, time, and location of the interview</li></ul>	<p><b>Display Week Of:</b> <input type="text" value="10/31/2005"/> </p> <p><b>2005-11-01</b></p> <div data-bbox="691 541 1369 867"><p><b>Tuesday</b> <span style="float: right;">◀ 1-3 of 3 ▶</span></p><table><tbody><tr><td><a href="#">Elton John</a></td><td>3:00PM - 3:30PM</td></tr><tr><td><b>Location:</b> Room 213</td><td><b>Job Opening:</b> <a href="#">999508</a></td></tr><tr><td><a href="#">Michael Jordon</a></td><td>4:05PM - 4:35PM</td></tr><tr><td><b>Location:</b> Room 213</td><td><b>Job Opening:</b> <a href="#">999508</a></td></tr><tr><td><a href="#">Jennifer Lopez</a></td><td>3:35PM - 4:00PM</td></tr><tr><td><b>Location:</b> Room 213</td><td><b>Job Opening:</b> <a href="#">999508</a></td></tr></tbody></table></div>	<a href="#">Elton John</a>	3:00PM - 3:30PM	<b>Location:</b> Room 213	<b>Job Opening:</b> <a href="#">999508</a>	<a href="#">Michael Jordon</a>	4:05PM - 4:35PM	<b>Location:</b> Room 213	<b>Job Opening:</b> <a href="#">999508</a>	<a href="#">Jennifer Lopez</a>	3:35PM - 4:00PM	<b>Location:</b> Room 213	<b>Job Opening:</b> <a href="#">999508</a>
<a href="#">Elton John</a>	3:00PM - 3:30PM												
<b>Location:</b> Room 213	<b>Job Opening:</b> <a href="#">999508</a>												
<a href="#">Michael Jordon</a>	4:05PM - 4:35PM												
<b>Location:</b> Room 213	<b>Job Opening:</b> <a href="#">999508</a>												
<a href="#">Jennifer Lopez</a>	3:35PM - 4:00PM												
<b>Location:</b> Room 213	<b>Job Opening:</b> <a href="#">999508</a>												