Applicant Management & Interview Central

Ask the Expert
April 28 & 30, 2015
Applicant Management

- Managing applicant flow
- Coordinating interviews
- Evaluating candidates
- Extending the offer to the top finalist
Question about Applicant Management?
Offer Approval Form Key Fields

**Key fields on the Offer Approval Form:**

- Start Date
- Annual Salary for Monthly Paid or Biweekly Paid Hourly Rate (See blue help bubble for more information about the field).
- Is this a Main Assignment?
- Action Type
- Reason for Action

**Key Fields for Faculty positions:**

Faculty positions require education information be entered in UCFlex. The following fields being completed are necessary for that to occur successfully:

- College CEEB Code (The list of codes is on the SuccessFactors Recruitment web page and a link to that page is in the help bubble.)
- Name of College/University
- Degree
- Graduation Year
- Area of Study/Academic Discipline
Question about Offer Approvals?
Question about Offer Letters?

![Offer Letter: Ruth A Hoffman for Compensation Analyst]

- **Candidates:**
  - Ruth Hoffman

- **Offer Letter**:
  - **Recipient:** Ruth A Hoffman
  - **Email:** HOFFMARF@UCMAIL.UC.EDU
  - **Offer Letter:**
    - **Country and Language:** United States, English US
    - **Template:** Contingent Offer Letter AAUP
    - **Subject:**
      - Contingent Offer Letter AAUP
      - Contingent Offer Letter AMC
      - Contingent Offer Letter Classified
      - Contingent Offer Letter FOP
      - Contingent Offer Letter JUDE
      - Contingent Offer Letter OA
      - Contingent Offer Letter SEU
      - Contingent Offer Letter Unclassified Finalist
  - **Send Offer to:** HOFFMARF@UCMAIL.UC.EDU
  - **Subject:** Offer of employment

- **Offer Letter:**
  - **University of Cincinnati**
  - **Date:** February 8, 2015
  - **Candidate:** Ruth Hoffman
  - **Address:** 3355 Springmill Dr
Interview Central

• Allows Interviewers to rate candidates they have interviewed within the SuccessFactors system
Interview Central Update

An email was distributed on April 3, 2015 outlining the decision to discontinue the use of the “thumbs up/thumbs down” feature in Interview Central due to their subjective nature.

The following are additional adaptations to the use of the comments fields available in Interview Central:

Comments are permitted for interviewers supporting the specific ratings given for competencies in Interview Central. As discussed in training, an interviewer may leave a comment sharing a story or example the candidate shared that helps explain the corresponding rating for that competency.

Interviewers should NOT be using the option to upload interview notes.

- Interviewers should no longer use the Overall Ratings Comment section due to the potential subjective, open-ended nature of this field.
- The Overall Ratings Comment section should only be used by Search Committee Chairs and Hiring Coordinators. Comments written in this field by these roles should be clear, objective, and focus on providing information formally captured by the Good Faith Summary.

A Good Faith Summary will need to be completed if you choose not to use Interview Central for a position.
Question about Interview Central?
Quick Tips
How do I quickly find a requisition I need to look at?

Filter Options: You can filter job reqs by Hiring Coordinator, Title, Job Req ID, etc..

What does “Removed from Consideration” do?

Removed from Consideration: Removes the candidate from consideration but does NOT disposition them, and therefore candidate is not notified that they have been removed from consideration.

This may be a useful tool to create a secondary list of candidates to pull from later.
How to view multiple candidates application information, comments, resume, cover letter, etc. all together.

1. Next to the candidates name click to check the box for those you want to view.
2. Select “Action” drop down
3. Select “Print and Save”
4. Select the information you want to see by checking the box next to the field. Remove checks next to fields you do not want to see. (Based on your role in the system you may not be able to see all items that you check).
5. Click “Print Preview” and the applications will load and appear in view.
6. You can print or scroll down thru the documents and view the information.
System Change Notification

Location: Job Requisition
Change: Hiring Coordinators and Sr VP/VP users can now add Search Committee Chair and Search Committee Members after a Job Req has been approved and posted.

To add a Search Committee Chair select “Find User” type in the name and select user.

To add Search Committee Members click inside the box and begin to type the employees name and select the employee you wish to add.