Reviewing Candidates - Staff Hiring

iCIMS®
Hire Expectations®

EMORY UNIVERSITY

Overview: This job aid guides hiring managers and others through the step-by-step directions for reviewing candidates and scheduling interviews, as well as dispositioning and finalizing candidates at Emory University.

1 Access iCIMS through Self-Service/PeopleSoft at: **http://leo.cc.emory.edu.** If you are an Emory manager with direct reports, go to **Manager Self-Service**. If you are a non-manager, go to **HRWEB**. Click on the **Emory Recruiting System** tile, then log in with your Emory Network ID and password.
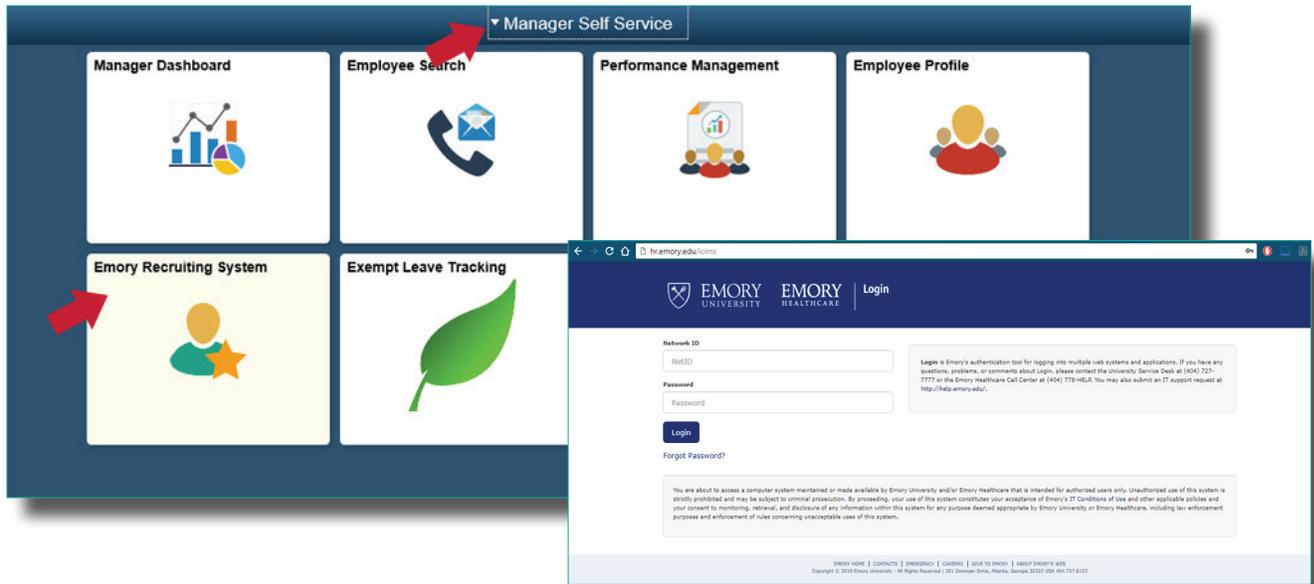
2 Once logged in, you will see your dashboard:
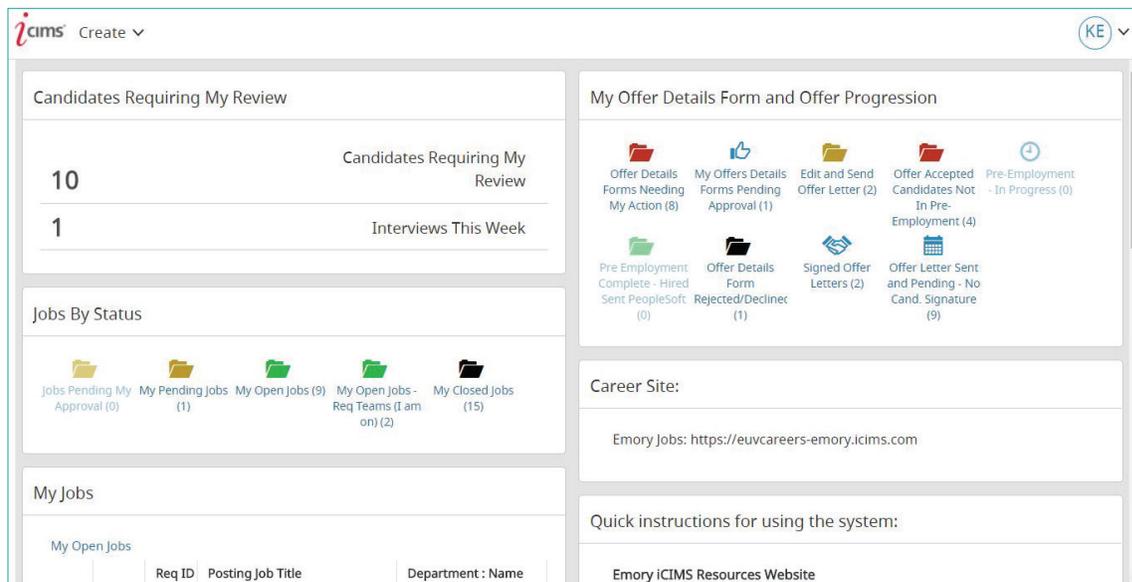
Reviewing Candidates

1 Once candidates have been submitted to the department for review, there are two ways to access them. The first is by clicking the dashboard notification, **Candidates Requiring My Review**.
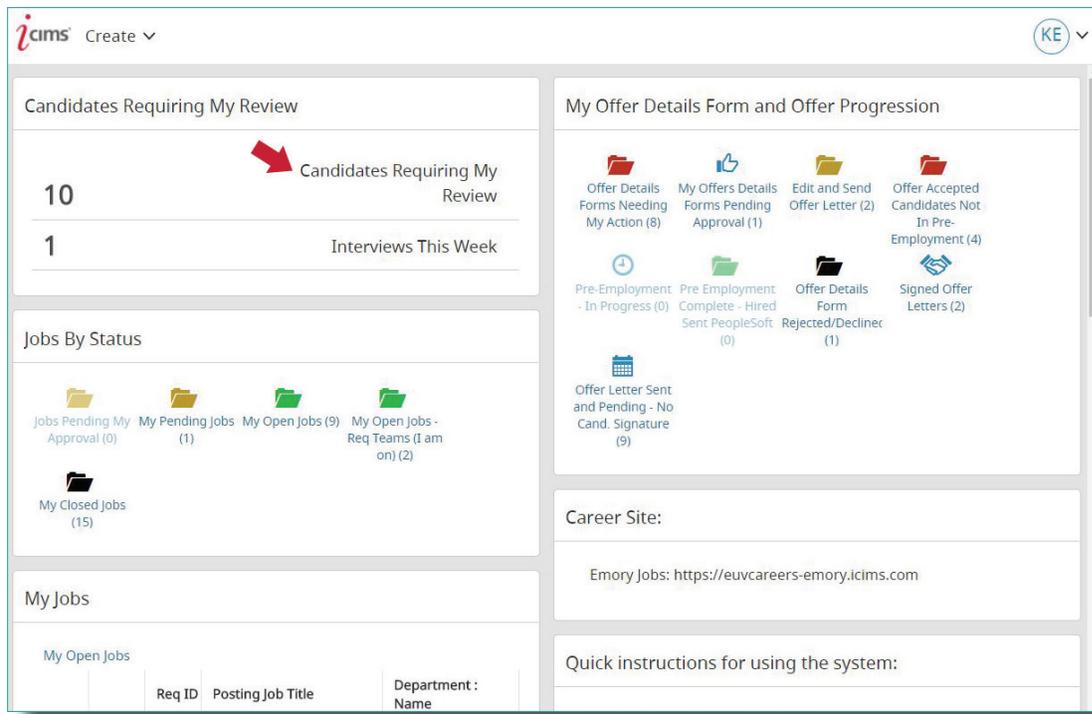
This will open a list of all new candidates for review and the requisitions they are associated with.
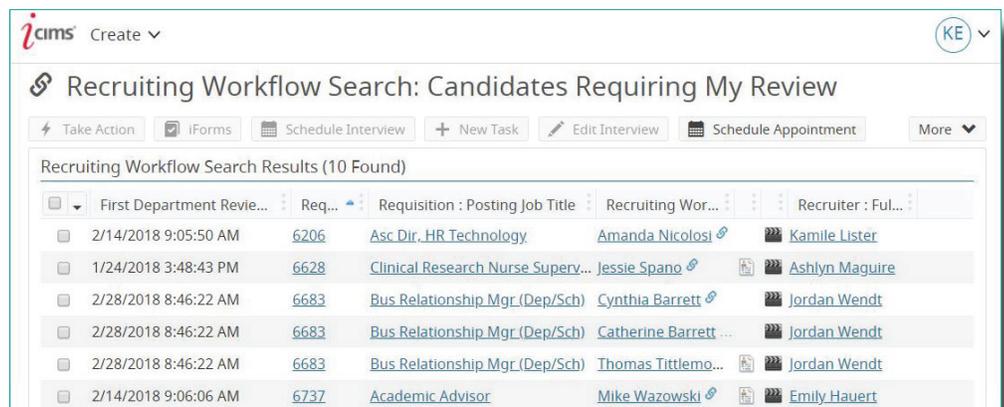
2 Another way to view a candidate is by viewing the requisition. Click on the **My Open Jobs** dashboard notification.
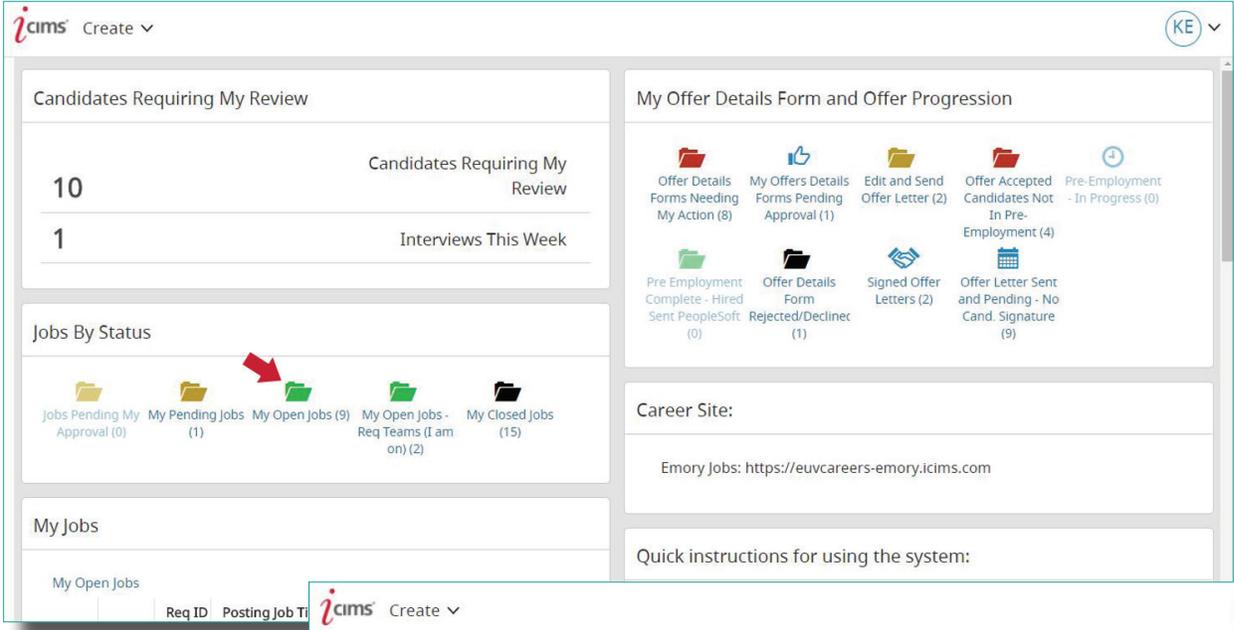
This will pull up a list of all open jobs that you are associated with. From here, you can click on the job title of the candidate you want to review.
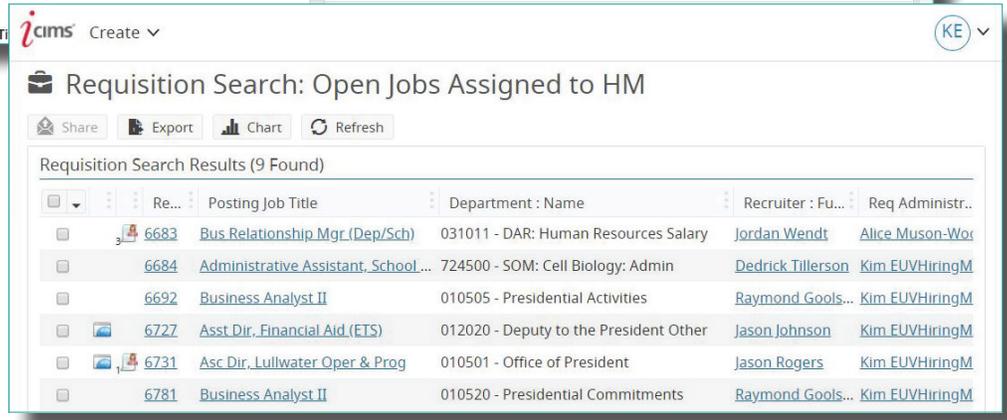
3 Candidates submitted to the department for review will appear on the **People** tab in the requisition in the Department Review Bin. Click the **candidate's name** to review their resume and application.
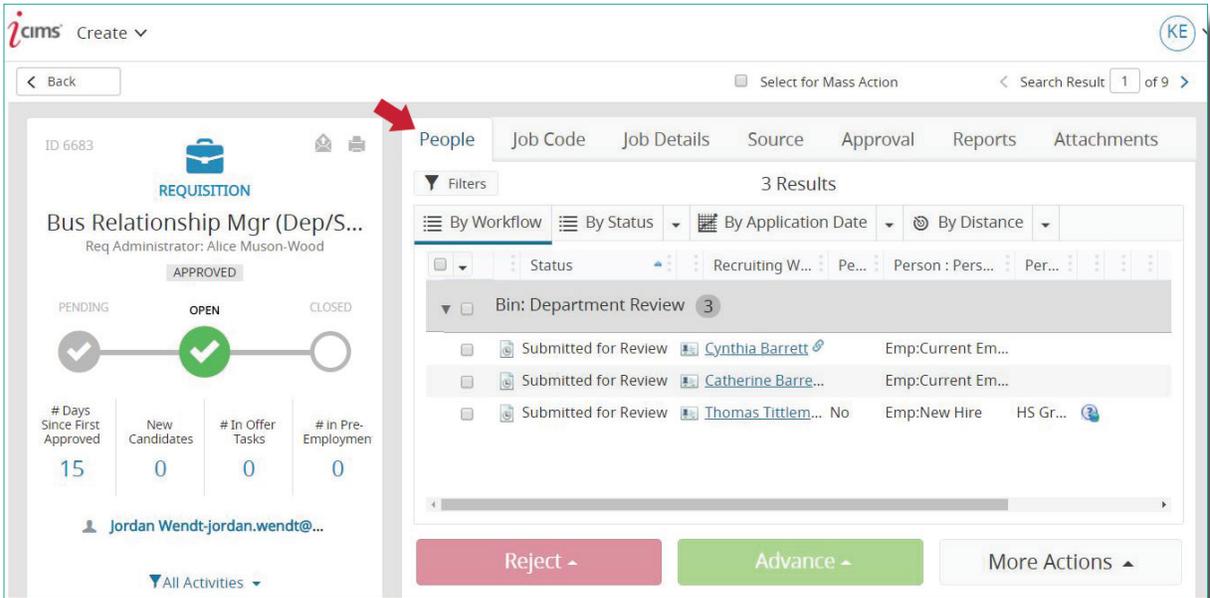
Reviewing Multiple Candidates

1 Click the checkbox above **Bin: Department Review** and then click the first candidate's name to start reviewing multiple candidates in the same Bin.

2 Click the **triangle icon** at the top right to view the next candidate's resume without going back to the **People** tab.

Reviewing Candidates: Long List/Short List Statuses

By clicking the green **Advance** button, you can move candidates into the **Long-List and Short-List** statuses. These statuses are used to organize candidates while identifying those who will move forward to interview stages. Candidates in these statuses will remain under consideration.

Reviewing Candidates: Dispositioning

Use the red **Reject** button to disposition candidates who have been reviewed, but are no longer under consideration.

Reviewing Candidates: Dispositioning

Moving a candidate into "Rejected" status requires additional action:

1 You must choose a disposition reason. If you do not see an appropriate reason in the drop down list, contact your recruiter.

2 If you would like to send an email notice to the candidate stating they have not been selected for the job, check the box next to **Send an email notice to this candidate.**

Reviewing Candidates: Sending a Rejection Notification

Use the drop down menu in the "From" field to choose the sender of the email.

Sender defaults to the user's name and email address. To send from the Emory University Recruiting email, select **Emory University Recruiting** from the drop down list.
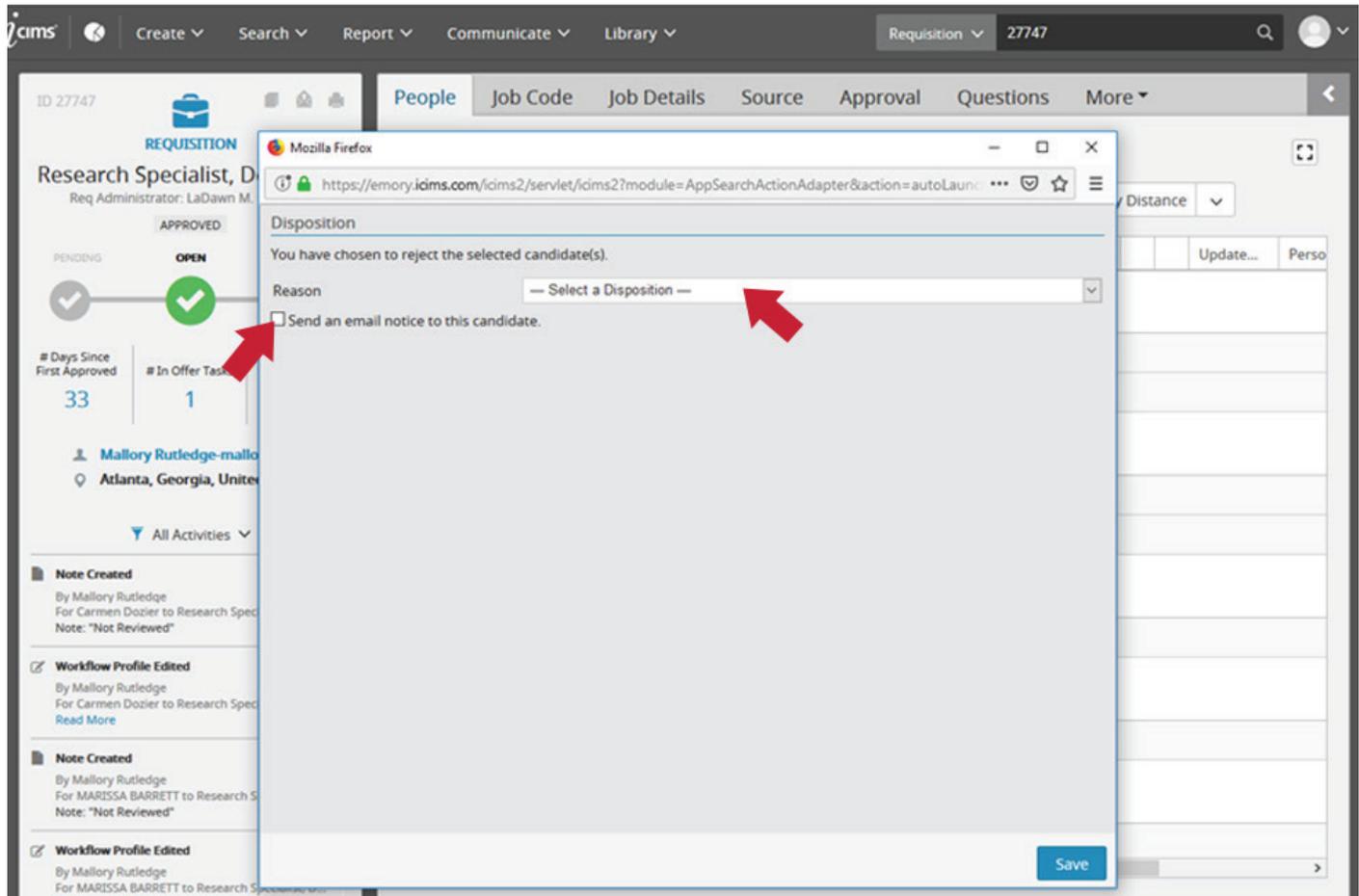
Reviewing Candidates: Sending a Rejection Notification

Finally, select the email template that you would like to send using the drop down menu in the **Template** field. There are two templates to choose from:

- **EUV Rejection Letter** – this is a generic notification to be used for candidates who were not interviewed
- **EUV Rejection Letter (Interviewed)** – this email template is to be used for those candidates who were interviewed, specifically thanking them for spending the time to interview for the position.

Click **Send** to send the email to the selected candidate(s).

Scheduling Interviews

1 iCIMS allows users to schedule interviews using the system. To schedule an interview, select the candidate and use the green **Advance** button to move them into **Interview** status. When **Interview** status is selected, the **Communications Center** will pop up. This is the email template that will be sent to the candidate to schedule the interview. **The body text in this email template must be edited by the sender!**

2 To edit the body of the email, click in the **Description** box. Type in the address of the interview location. By default, the email is sent to the candidate. You may add more attendees using the box on the right side of the screen.

3 You may add attachments from your computer by dragging them to the **Drag and Drop Area** or by clicking that area to access your file system. Note: Ignore the iCIMS systems attachments feature. Once you have finished composing the email, use the **Preview** button to view the email and then click **Send**. An email along with a calendar invite will be sent to all listed attendees.
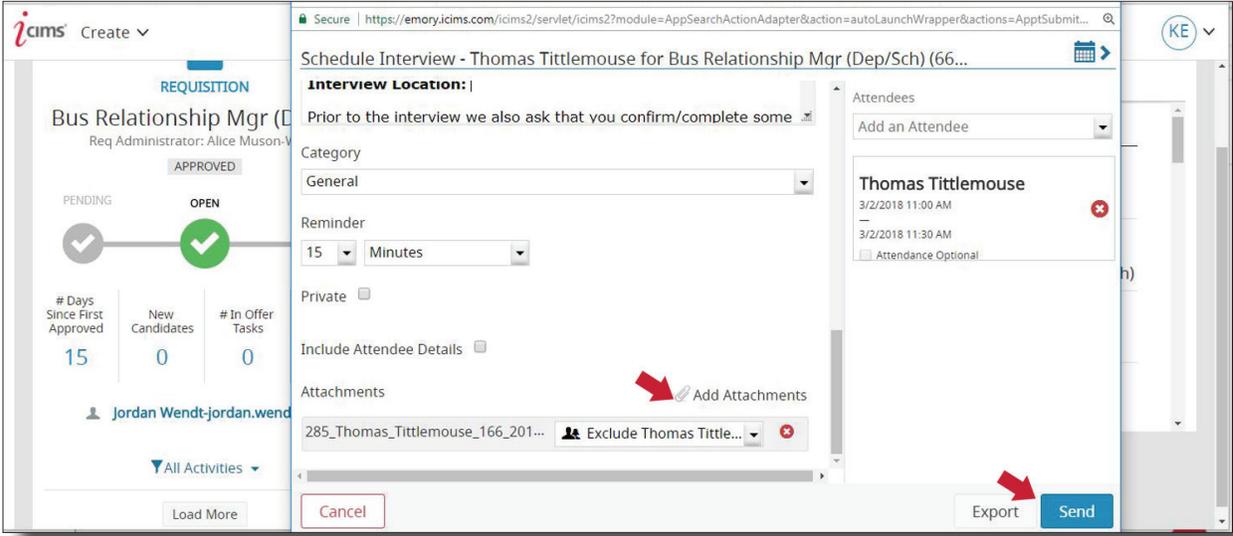
Identifying a Finalist

When a finalist has been identified, use the green **Advance** button to move the candidate into **Candidate Selected for Offer** status. Moving the candidate into this status will prompt a notification to the recruiter to initiate reference checks and provide a salary recommendation. For **Emory Temporary Services (ETS)** jobs, selecting the candidate will prompt a notification to the recruiter to contact you to discuss next steps in the temp hiring process. These include pre-employment processing, onboarding and confirming a starting date.