PRE-INTERVIEW EVALUATIONS

Pre-interview evaluations require 3 parts: Update Applicant Status, Enter Pre-Interview Evaluations, and Request Interview Approval. ***Note:*** You must be the *Department Feedback User* to enter pre-interview evaluations.

Before you begin: These are the University procedures for submitting pre-interview evaluations and seeking OIE permission to interview. Please check in with your School/College/Division to see if your unit has additional steps that must be completed before seeking OIE permission to interview.

Update Applicant Status – Pre-Interview

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)

Step 2: Click **View Applicants** (far right) for the applicable search #

Step 3: Click **Select an outcome** for each applicant and select the status identified by Search Committee
         (Pre-Interview: Interview, Qualified, Unqualified, Withdraw)

Step 4: Click **Submit** button (top of grid)

Enter/Edit Pre-Interview Evaluations

🛑 ***Pre-Interview Note:*** Must Update Applicant Status prior to this step. **Do not select** option for **Overall Rating**. Also, you must be the *Department Feedback User* to enter pre-interview evaluations.

Step 1: Select **Jobs requiring interview Evaluations** (*Enter Evaluations* dashboard tile)

Step 2: Click **View Applicants** (far right) for the applicable search #

Step 3: Beginning with the first applicant listed (highlighted in blue), select **Does not meet qualification** if applicable

         and/or enter pre-interview comments in *the Summary* field - leave blank for qualifications met

         Note: Once **Does not meet qualification** is selected, the field cannot be cleared. To change from **Does not meet qualification**, select the second option - **Revised to meets qualification**

Step 4: Do not select an option for **Overall Rating**

Step 5: Click **Save and Next** to mark as **Reviewed**

         Note: **Save and next** marks the applicant as reviewed and moves to the next applicant (blue highlight)

Step 6: Complete for all applicants reviewed to date.

         Note: When you have completed the last applicant click **Save and previous** to mark as reviewed

Request Interview Approval

*Step 1***:** Navigate to the job

- After entering the pre-interview evaluations, click the posting title in top left to create notification for OIE interview approval
  - OR -
- From the dashboard, click ***View My*** / **My Teams Searches** > **View Job** for applicable Job #

*Step 2***:** Click **Notes/Documents**

*Step 3***:** Add **Notes/Documents** (*Add* drop down menu)

*Step 4***:** Create and send notification:

- Enter simple note, such as *Please review for interview approval*
- Check box to email note
- Type OIE in user field and click tab
- Submit

*Step 5***:** Note is saved to search with details including date, time, note, and emailed to

*Step 6***:** OIE reviews Pre-Interview statuses and evaluations, and notifies initiator of any changes (if needed)

*Step 7***:** OIE notifies of approval using the Notes/Documents section of Job, and sends note via email

🛑   ***Note:*** OIE approval is required before moving forward with interviews.