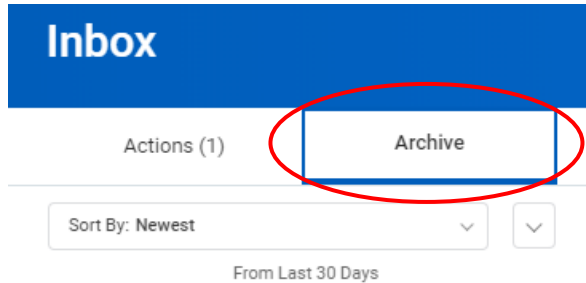


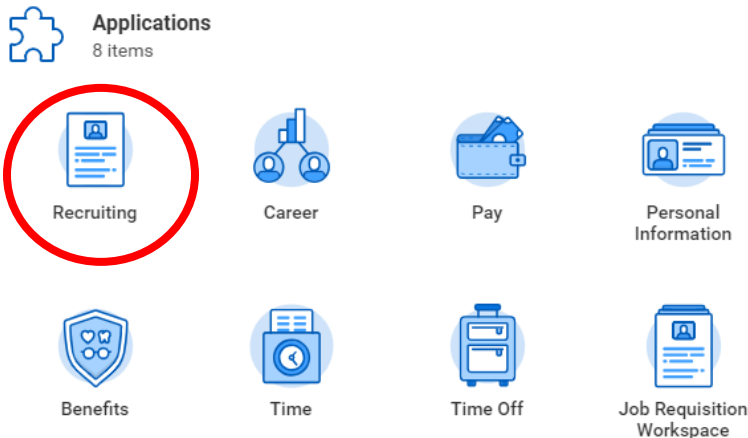


# SELECT CANDIDATES FOR FIRST INTERVIEW

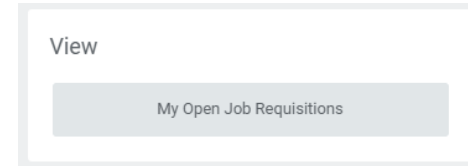
1. At the committee meeting to determine which candidates will be invited for a first interview, the first step is to ensure that all committee members have completed their ratings.
  - a. If all committee members have submitted their ratings, skip to step 9.
  - b. Some committee members may have “saved for later” on the rating and discussion may be necessary in order for them to submit the rating.
  - c. To help facilitate the discussion, committee members who submitted ratings can view candidates through the “archive” in their Workday inbox.



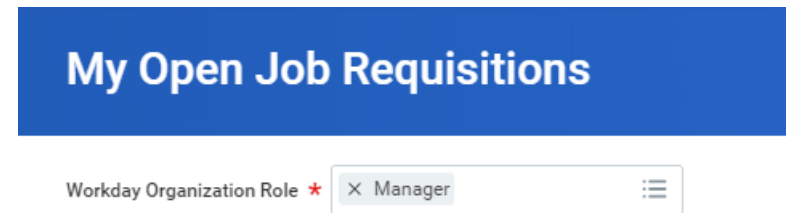
2. Additionally, the committee chair can pull up all candidates and all ratings. Log in to Workday and click on the recruiting application on the homepage.



3. Click on My Open Job Requisitions.



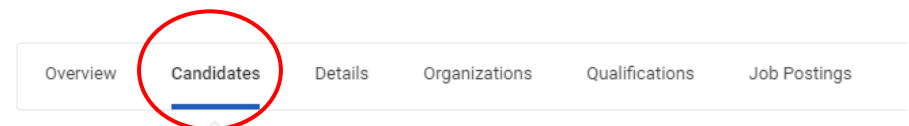
4. Make sure “Manager” is selected under Workday Organization Role. Click Ok at the bottom of the screen.



5. Click the link for the requisition/position you would like to view.

1 item		
Job Requisition	Primary Location	Recruiter
R-00626 CAMPUS AND PARKING SERVICES SPECIALIST (Open)	DS District Offices	Lorena Carpenter

6. Click on the Candidates tab.





# SELECT CANDIDATES FOR FIRST INTERVIEW

- Click on a candidate's name, then click the Interview tab. Scroll down to see the rating each committee member gave the candidate.

Strawberry Rhubarb (CAND33) Actions  
For: R-00683 Counselor - LC Test

Job Applied to 1 (760) 888-8888  
Action Required Committee Screening  
Source Job Boards -> Indeed StrawberryRhubarb@gmail.com  
Lorena Carpenter Recruiter

Overview Screening Interview Questionnaire Results Attachments Personal Notes Employment Offer

Interview Feedback Interview Schedule

Overall Average Rating 1.5 (out of 3)  
Ratings Submitted 2 of 2 Interview Feedback Received

Interview on 03/14/2019 - R-00683 Counselor - LC Test (Open)

2 Items

Interviewer	Feedback Submitted	Overall Rating
Lorena Carpenter	03/14/2019	1 (out of 3) - Not Recommended
	03/14/2019	2 (out of 3) - Recommended with Reservation

- Clicking on the date under "Feedback Submitted" reveals the committee member's comments.

Overview Screening Interview Questionnaire Results Attachments Personal Notes Employment Offer

Interview Feedback Interview Schedule

Overall Average Rating 1.5 (out of 3)  
Ratings Submitted 2 of 2 Interview Feedback Received

Interview on 03/14/2019 - R-00683 Counselor - LC Test (Open)

2 Items

Interviewer	Feedback Submitted
Lorena Carpenter	03/14/2019

03/14/2019

Interviewer Lorena Carpenter  
Overall Rating 2 (out of 3) - Recommended with Reservation  
Overall Comment Meets some criteria, but not all. Maybe we can interview, but not convinced.

Done

- When all committee members have submitted their ratings, complete the following steps to run the *Compare Candidate Interview Feedback Report*.

- Return to the Requisition page by following steps 2-5 and click "Actions" next to the job title.

R-00626 CAMPUS AND PARKING SERVICES SPECIALIST (Open) Actions

- From the "Actions" drop down, hover over "Reporting" and click on "Compare Candidate Interview Feedback."

PECIALIST (Open) Actions

Actions  
Favorite >  
Job Change >  
Reporting >  
Compare Candidate Assessments  
Compare Candidate Interview Feedback  
Hiring Manager Nicole Conklin  
Recruiter Lorena Carpenter

- When the "Compare Candidate Interview Feedback" page appears click on the Excel button on the top right of the page to export the report to Excel.

views Average Rating

4 2

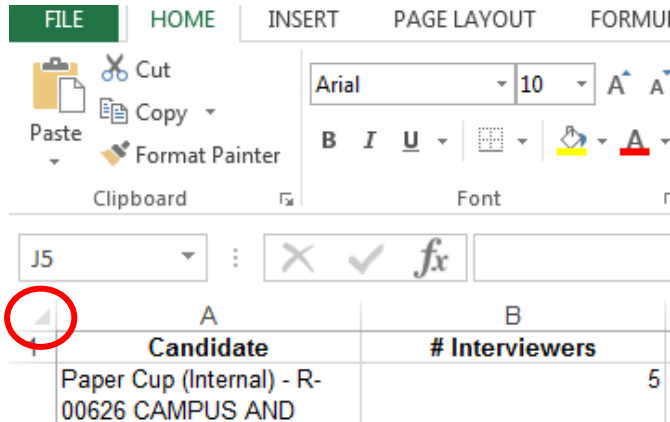


# SELECT CANDIDATES FOR FIRST INTERVIEW

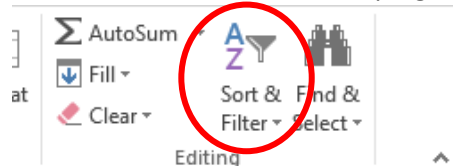
13. Once the report is in Excel, click Enable Editing. All of the candidate names are listed on column "A" and the Committee's average rating on column "D".

14. Sort the Excel sheet from highest to lowest for column D. It is critical this is done correctly to ensure the candidate's rating is sorted with the candidate's name.

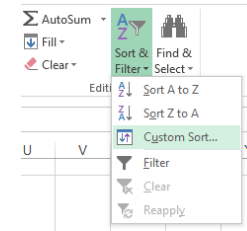
- a. Highlight all of the data on the document by clicking the grey arrow in the corner.



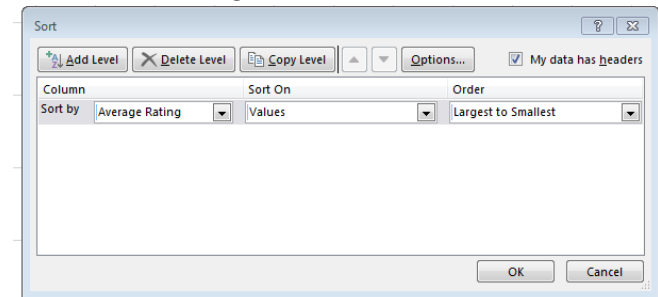
- b. Select "Sort & Filter" on the top right of excel



- c. Select "Custom Sort" from the drop down list.



- d. Choose the following values:
- i. Sort by: Average Rating (column D)
  - ii. Sort On: Values
  - iii. Order: Largest to Smallest.



- e. Click OK

15. All of the candidates are sorted from highest to lowest. Discuss amongst committee to determine who will be invited to interview. Please let your recruiter know the names of the candidates being selected or the natural point break.

Note: Do not save this Excel spreadsheet. The report can always be run again if necessary.