Hiring Manager Training Manual

Technomedia Hiring Manager Manual
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Hiring Manager Training Manual

1. Complete the Request to Hire Form:

ROWAN UNIVERSITY
REQUEST TO HIRE FORM
Position Approval

Position Information
Position Title: _______________________________ FT Permanent PT
Department: ________________________________ Account # ________________
Union: ________________________________ Salary Range:____________________
Start Date: ______________________________ End Date (if appropriate) ________________

2. After the form has divisional and budget approval it is sent to HR, where the job is posted in Technomedia and the hiring manager is assigned and sent an email.

From: Krystle Sheariss <sheariss@emailhr.com>
Date: February 22, 2014 at 1:00:15 AM EST
To: "cjohnson@hodesiq.com" <cjohnson@hodesiq.com>
Cc: "Velez-Yelin, Johanna" <Velez-Yelin@rowan.edu>
Subject: Search Committee for Senior Building Maintenance Worker - Facilities
Reply-To: "Sheariss, Krystle M." <sheariss@rowan.edu>

You have been identified as a search committee chair and/or hiring manager for the Senior Building Maintenance Worker - Facilities vacancy. This is a notification that the vacancy has been posted. The close date is 02/26/2014. Please use the following link to login and identify search committee members: http://go65.hodesiq.com. If you are unfamiliar with this process, please view the training materials available at www.rowan.edu/hr or contact your recruitment representative.

Anyone involved in the interview process must complete the Search Committee Training available in Banner Self Service under Employee > Professional Development > Search Committee Training. Any questions regarding search committee training can be directed to the office of Equity and Diversity at extension 4294 and/or 5494.

Thank you.
3. In this email sent to the hiring manager, the link for Technomedia is identified and it is stated that all search committee members including the hiring manager must complete the Search Committee Training. The EEO office sees to it that the hiring manager complies with training.

4. When the hiring manager logs into Technomedia for the first time, please follow these instructions:

1. Click new user
2. Company ID=1802
3. Username=full Rowan email address
4. Then click green arrow and it will send a temporary password to your Rowan email account.
5. Come back to this page and enter your information again, using your temporary password.
6. This will then prompt you to create a new password.
5. From this screen click on the Job Posting title.

By clicking the Job Posting Title it brings you to this screen:

6. Next click on the Search Committee Form
• This is the Search Committee Form that opens up.
• Please complete the form using Rowan email addresses.
• When done click on Update Search Committee.
• You must select close after you have updated the form.
• The Office of Equity and Diversity will approve or reject your search committee members, depending on if they completed the Search Committee Training.
7. The search committee members that are added are notified by an email that automatically is generated. The EEO Office is also notified by an email in order to verify that all search committee members have completed the required Search Committee Training.

**Example of Search Committee Member email:**

Dear Rachel,

This is a notification that you have been added to the Search Committee for the “Test” job posting.

**Example of EEO email:**

From: sheariss@rowan.edu [mailto:sheariss@rowan.edu]
Sent: Friday, February 28, 2014 12:01 PM
To: Velez-Yelin, Johanna; Kirshner, Rachel S.; Fefie, Joann M.
Subject: Search Committee for Test

Please note that the following changes have been made to the Search Committee for the “Test” job posting:

The following members have been removed:
No members were removed

The following members have been added:
Kirshner, Rachel

The Search Committee now consists of the following members:
Kirshner, Rachel
8. How to view the applicants that have applied

From this screen click on the number under the “ALL” heading. “All” represents all candidates that applied, “Last 24 hours” is the number candidates that applied in the last 24 hours, and “Last Logout” is the number of candidates that applied since your last logout of the system.

You now can view the applications and supporting documents of the candidates that applied. You can view these by clicking on the candidate’s name.

By clicking on the candidates name it brings you to this screen.
From this screen you can open their documents. Jane Doe has a cover letter and resume she uploaded and also the “resume” that the system generates automatically. You will see a formatting difference between the resume documents. Not all candidates will have additional documents. All documents are dependent upon what the candidate uploads when they are applying.

**Viewing a larger number of candidates using the Resume Remote**

If you have a larger number of applicants you can use the resume remote function. This function allows you to view and update statuses/ranking when you have a large amount of resumes to review.

First select the applicant’s empty white boxes at the end of their line.* (you can only select one page of candidates at a time). One page will hold and let you view/select 20 candidates at a time. To select all candidates at once, click on the top right box.

Next:

Select the resume remote button at the bottom of the screen.
You now can view these resumes from this screen using the arrow and have the option to print and email the candidates. Also, you can update the status or ranking from this screen.

Use the “Next” to view the next applicant you had previously selected from the list.

View the candidate’s uploaded documents

Update the candidate’s status or rank.

By selecting these icons you can print or email resumes. Check the “flag for print” box on any candidate you wish to print or email.
9. Another way to update candidate status

Click on the candidate’s name (as shown previously under #8).

From this screen you will notice a gray box on the right hand side of the screen labeled Workflow Manager. In this box are a list of actions. Any action that has a next it signifies an email will be sent. The action “Submit interview feedback” sends an email to the hiring manager. All other actions with next to it send an email to the candidate. * When you click on the plus sign to the right of each status it allows you to change the date to reflect when that status truly happened. If not, it will populate the current date in the system.

Definitions of Actions:

**Workflow Manager**

**Workflow Type: External Workflow**

**Ranking:**

- Unranked

**Not Selected Reason:**

- (none)

The drop down selection in Ranking:
• Most Competitive: used to label candidates whose qualifications meet and exceed the needs for the position (typically the candidate who you want to bring in for an interview)

• Competitive: used to label candidates who meet the qualifications of the position (typically these are the one’s after your first review of all applicants who may want to bring in for an interview)

• Unranked: default ranking given to all new candidates

• Not Competitive: used to label candidate who did not meet the qualifications for the position

• Recycle for different position: Rowan University does not use this ranking

• Knocked Out: used to flag candidates who fail to meet the basic needs of a position or did not follow the application instructions
  
  o Example:

  1. An external candidate who applies for an internal position

  2. A candidate who answers a question on mandatory questionnaire not in favor with what the department is looking for. (I.E. Are you willing to work holidays and weekend? Candidate answers no and gets “knocked out” by the system)

Drop down selection of “Not Selected Reason”:

• (None)

• Applicant:
  
  o Accepted another job

  o Certification and/or license requirement

  o Education

  o Experience

  oIncomplete application materials

  o Other

  o References

  o Salary expectations

  o Withdrawal of application
Send Legal Application: this sends Rowan University’s application for employment to the candidates email they provided.

Application Materials Reviewed-Qualified: You have reviewed the candidates resume and supporting documents and found them qualified for the position.

Application Materials Reviewed-Not Qualified: You have reviewed the candidates resume/supporting documents and found them not qualified for the position.

Phone Screen: A phone interview was conducted

First Interview: First interview was conducted

Second Interview: Second interview was conducted
• Submit interview feedback: This is for the Hiring Manager to complete. Once the hiring manager selects this action the form will pop up on the screen. This is to be completed for all candidates who had a face to face to interview.

• Not selected: the candidate has not been selected for the position

• Send External Regret Letter: This sends the candidate who has not been selected for the position a “Thank you for your interest, but no thank you letter” to notify them they have not been selected for the position.

• References checked: You have verified the references of your qualified candidate

• Offer extended: You made an offer of employment to the candidate

• Offer Accepted: The candidate has accepted your offer and is ready for hire

• Offer Rejected: The candidate has rejected the offer of employment

• Offer Pending: You made the offer to the candidate and you are waiting for them to accept or reject

  *Discuss the offer with your recruiter prior to making the offer.*
When you select any of above defined actions or rankings you must click the blue “Update Status Rank and Reason button”. If not selected the status will remain unchanged.

10. How to send the candidates to your search committee members using smart view.

From your Technomedia “home” screen”. Click on the number of all candidates:
1. From this screen select the candidates you wish to send to your search committee members by selecting the empty box and the end of their line. Or you can select all candidates (one page at a time) by selecting this icon.

2. Then click on email.

When you select email a pop up screen appears. (Please see figure on the next page)
3. Enter in your search committee members Rowan email address and enter a subject line. After all info has been entered click on the “Send e-Mail” button at the bottom of the screen. This will send your search committee members a link to access the candidate’s application information.

*The Smartview must remain selected.

*Select Yes to submit candidate.
11. Winning candidate identified/completing hiring manager tasks

The Hiring manager and search committee members have come to an agreement after review of the applicants and completing interviews on the qualified. The hiring manager must complete these steps:

- Indicate a status on all candidates that have been interviewed in some way – phone screen, interview
- Select the status “Submit Interview Feedback” for each candidate that was interviewed face to face. This will become part of the EEO Hiring Record. When you select the status “submit interview feedback” and click on update status rank and reason, the form will pop up on your
Attach a rationale to the candidate chosen for hire by attaching a rationale to the candidate’s record (see below**). The rationale is defining why you chose to hire this candidate over the others.

Attach any documents related to an applicant (interview notes, references, etc.) to the individual candidate’s record

If the hire requires a higher level supervisory approval, attach an email or documentation showing that the approval was obtained. Some new hires require the Deans or Directors approval before that person can be hired.

** Save documents to your computer. From the candidate’s detail screen, click on the documents icon at the bottom of the screen. Select document from your computer. Select yes to the question “Share with Hiring Manager” and then click upload document.
This screen pops up next.
To send External/Internal Regret Letters:

This letter is used to notify candidates that they were not selected for the position. This should be the last step you complete as the hiring manager.

Follow the steps below to send these letters.

* All regret letters must come from the Technomedia system.

- Select the candidates who were not successful

- Click on Batch
• This screen will open

![Screenshot of a software interface with fields for status and reason changes.]

- Job Posting Title: Test
- Job Posting Number: Test4281536

FOR (EACH) SELECTED RESPONDENT:
- Change rank to:
- Change reason to:
- Change status to:
- Add a comment:

Save All  Cancel

• First change the reason to: Other

![Another screenshot of a software interface with a list of reasons and a selected option for adding comments.]

- Select a Not Selected Reason
- Add a comment:

Save All  Cancel
• Next change status to: Send External Regret Letter (or if you are completing an Internal search the option will be send Internal regret letter)

• Last step is to click save all and the letter will be automatically sent to the candidates email address.

• Now your unsuccessful candidates statuses have been updated to “send external regret letter”
Questionnaires:

Questionnaires can be used to screen the candidates as they apply to a position. If your department is looking for a certain license/certification for example, a questionnaire could be developed for your search and “knockout” any candidates who apply and do not have the license/certification needed for the job posting.

*You would have to draft the questions and send them to your recruiter to be added to your job posting. For further clarification please speak with your recruiter.