Hiring Manager Training for Technomedia Applicant Tracking System
Human Resources
Summer 2013
Hiring Manager Training

• Search Committee Process
  • Phase 1: Forming the Committee
    – Receive email that job has been posted by HR
    – Login In
    – Entering Search Committee members
  • Phase II: Resume Review and Interviews
    – Reviewing Resumes
    – SmartView- sending resumes to search committee members
  • Phase III: Review and Documentation of Candidates
    – Status Changes
    – Interview Feedback
    – Attaching Documents to a Candidate
    – EEO Requirements
Overview of Current Process

• Phase 1: Forming the Committee

• Phase II: Resume Review and Interviews

• Phase III: Review and Documentation of Candidates
Forming the Committee

• Submitted the requisition form to gain approval for hiring
• Individual that handles recruitment (recruiter) will contact you and ultimately post the position
• Technomedia system generates an email notification to you stating the position is posted
Forming the Committee (cont)

• Hiring Manager will log in by clicking on the link that is provided in the email
• The link will take you to the login screen to Technomedia
• Login
Company ID is 1802
Username will be given to you by your recruiter
<table>
<thead>
<tr>
<th>#</th>
<th>Hiring Manager</th>
<th>Job Posting Number</th>
<th>Job Posting Title</th>
<th>Job Location</th>
<th>Responses</th>
<th>Days Opened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S Cozzone</td>
<td>13SS9979631</td>
<td>Supervisor, Ambulatory Services</td>
<td>Stratford, NJ</td>
<td>0 0 1</td>
<td>6/10/2013 (26 Days)</td>
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<tr>
<td>2</td>
<td>S Cozzone</td>
<td>759147</td>
<td>PCT test 2</td>
<td>Glassboro, NJ</td>
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<td>6/26/2013 (12 Days)</td>
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<tr>
<td>3</td>
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<td>759148</td>
<td>PCT test 3</td>
<td>Glassboro, NJ</td>
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<tr>
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<tr>
<td>5</td>
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<td>758775</td>
<td>test</td>
<td>Abbeville, AL</td>
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<tr>
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<td>S Cozzone</td>
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<td>internalUseSearch Committee</td>
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<td>Glassboro, NJ</td>
<td>0 0 0</td>
<td>6/25/2013 (12 Days)</td>
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</tbody>
</table>
Entering Search Committee Members

Enter: First Name, Last Name, Email Address
Select “Update Search Committee”
Continue to add names as needed
Click on Remove and “Update Search Committee” to remove members
Phase II- Resume Review

- Reviewing resumes
- Sending the resumes to your committee members
### Manage Job Postings and Responses

Please select the job posting(s) you would like to manage.

<table>
<thead>
<tr>
<th>#</th>
<th>Hiring Manager</th>
<th>Job Posting Number</th>
<th>Job Posting Title</th>
<th>Job Location</th>
<th>LAST LOBD</th>
<th>LAST 24 HOURS</th>
<th>ALL</th>
<th>TALENT SCOUT</th>
<th>Launched</th>
<th>Days Opened</th>
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<td>PCT test 2</td>
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<td>0</td>
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<td>0</td>
<td>Yes</td>
<td>6/26/2013</td>
</tr>
<tr>
<td>3</td>
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<td>759148</td>
<td>PCT test 3</td>
<td>Glassboro, NJ</td>
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<tr>
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<td>Clark Typist</td>
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<tr>
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<td>0</td>
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<td>6/11/2013</td>
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<td>externalsearchcommittee</td>
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<td>2</td>
<td>Yes</td>
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<tr>
<td>9</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>Yes</td>
<td>6/25/2013</td>
</tr>
</tbody>
</table>
### Manage Job Respondents

Please select the respondents you would like to manage.

**756884 - Internal No Search Committee**

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Home Phone</th>
<th>Location</th>
<th>Status</th>
<th>Date of Response</th>
<th>Score</th>
<th>Ranking</th>
<th>Source</th>
<th>Talent Scout</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>asdf asdf asdf</td>
<td>asdf asdf, Alabama</td>
<td>New Candidate</td>
<td>6/18/2013</td>
<td>No Grade</td>
<td>Unranked</td>
<td>Rowan Job Site</td>
<td>Go</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Apply Quit</td>
<td>555-555-5555</td>
<td>Glassboro, New Jersey</td>
<td>Not Eligible - External</td>
<td>6/17/2013</td>
<td>No Grade</td>
<td>Unranked</td>
<td>Rowan Job Site</td>
<td>Go</td>
</tr>
</tbody>
</table>
Phase II- Reviewing Resumes

• Select the candidates to send to search committee members through Smart View by doing the following:
  – Click on the box all the way to the right of the candidate you wish to send or, to send all, click on the checkbox at the top of the column
  – Select the email icon at the bottom right side of the page
Manage Job Respondents
Please select the respondents you would like to manage.

13GS666005 - INTERNAL Secretarial Assistant 3 Non-Stenographic - Chemical Engineering

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Home Phone</th>
<th>Location</th>
<th>Status</th>
<th>Date of Response</th>
<th>Score</th>
<th>Ranking</th>
<th>Source</th>
<th>Talent Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Not Eligible - External</td>
<td>7/7/2013</td>
<td>No Grade</td>
<td>Unranked</td>
<td>Friend/Relative</td>
<td>Go</td>
</tr>
</tbody>
</table>
e-Mail: Send Notification

Recipient:
cozzone@rowan.edu, cloyd@rowan.edu

Submit Candidate:
Yes

Body:

Please review the attached candidates for the open position.

SmartView Email:
Subject: Candidate(s) for your review for job 013493: Clerk Typist
Phase III Review and Documentation of Candidates

• Functionality of Technomedia
  – Resume Remote
  – Individual Status Changes
Resume Remote
Submitting Interview Feedback

• Hiring Manager is responsible for compiling and summarizing the search committee feedback
  – Change status to submit interview feedback
  – Update status
  – An email will be sent to you with a link to complete the interview feedback form
Applicant E-mail History
This email was sent to the candidate, or sent to someone else concerning the candidate.

Interview Feedback
Date: Thursday, May 09, 2013
From: "Melanie Cloyd" <cloyd@emailhr.com>
To: cloyd@rowan.edu
Subject: Interview Feedback Required
Body: Please click the link below to submit interview feedback for Sally Smith, a candidate for the Clerk Typist position. You will be prompted to log in with the information below.
Candidate Last Name: Smith
Application Code: 4083231
http://rowanuniversity.stg.hodesiq.com/interviewfeedback/submit.aspx?appId=4083231&lastName=Smith
Login

Candidate Last Name:  
Smitt

Application Code:  
4083231

Login
**Interview Feedback**

**Position:** Adjunct, Teacher Education, College of Education

**Candidate name:** Jeff Sherian

**Interviewer name:** [Blank]

**Interview date:** [Blank]

**Interview location:** [Blank]

Please provide a rating in each of the categories below:

<table>
<thead>
<tr>
<th>Category</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional/technical competency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Teamwork</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide additional details:

**Candidate's strengths:** [Blank]

**Candidate's weaknesses:** [Blank]

**Additional Information (presentation, work sample, hands-on exercises):** [Blank]

**Move to recommended list?**

- [ ] Yes
- [x] No

[Submit Feedback]
Attaching Documents to the Candidate

• Any notes taken during the interview, or other candidate specific information should be attached to the candidate for EEO reporting purposes
Manage Respondent Documents

Respondent: Sally Smith
Job Posting Number: 013493
Job Posting Position: Clerk Typist

Only files ending with the following extensions will be accepted:

Upload Document: (5MB Max file size)

Upload File: Choose File | No file chosen
Description:
Share with Hiring Manager  ○ Yes  ○ No

Upload Document

Existing Documents

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Archived</th>
<th>Shareable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test doc20130508170930397.docx</td>
<td>Test doc.docx</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2975873</td>
<td>Legal Application</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Archive/Unarchive  Share/Unshare
EEO Responsibilities

• Technomedia system will complete the majority of the EEO Hiring Record for you and will collect EEO Data from all candidates
• As a hiring manager, you must change statuses for all candidates for recordkeeping purposes
• Once a candidate has been identified for hire, contact your recruiter via phone or email
• Recruiter will check to make sure that candidates have status changes before hire can be made
• Attach rationale and approvals to the selected candidates record to complete EEO requirements