Instructions for Hiring Managers:
Setting-up/Rating Applicants in PeopleTracker & Applicant Rating System

1. To view applicant materials, login to the eWeber Portal and click on PeopleTracker, which can be found in the Human Resources category of the portal. Your search committee will need to view the position through the web URL http://jobs.weber.edu/hr (they will also need a guest username and password which can be obtained from HR).

2. Once logged in, select “View” under the position you want to view.

3. From this screen you can view all materials submitted by the applicants. Please remember to only open one document at a time and then close it. The system will kick you out if you open more than one document at a time.
4. In a separate Internet browser, login to your eWeber portal via http://www.weber.edu and select the Human Resources category.

5. Click on “Applicant Rating System.”

6. The WSU Applicant Rating System will appear. At the top of the screen, select the job you want to set-up and rate.
Setting-up the Position for Rating

7. First you will need to set-up the position you are going to rate. Click on “Setup Job” and then select “Committee” in the drop down box.

8. To add members to your search committee search by name (Last Name, First Name) or W number. Enter the name or W number first and then select either “Name Search” or “W Number” from the drop down box.

9. Click on “Select” next to the appropriate name.
10. Next, select committee member type. There are three options: Committee Member, Hiring Manager, or View Only. Committee members can rate candidates. The hiring manager can rate candidates, eliminate candidates, set-up the criteria in the rating system and run committee reports. View Only members can only view criteria. They can’t rate candidates. Once you have selected the member's type, click “Add.” Repeat for the rest of the committee members.

11. When all the committee members have been added, click on the “NEXT” button at the top of the screen or select “Min Req” from the drop down box.

12. Use this screen to set-up the minimum requirements for the position. Minimum requirements are listed in the job posting on [http://jobs.weber.edu](http://jobs.weber.edu). Enter the minimum requirements in the text box or select them from the drop down box and click "Add.”
13. When the minimum requirements have been added, click on the “NEXT” button at the top of the screen or select “Levels of Review” from the drop down box. On this screen you will select the levels of review to be used in this search. In Paper Screen you will review applicant materials so you can determine whom you will interview. First interview can be telephone or in-person. 2nd interview must be done in-person. When the levels of review have been selected, click the “NEXT” button at the top of the screen or select “Preferred Criteria” from the drop down box.

14. Preferred criteria are the criteria the committee will use to evaluate candidates. Enter each individual criterion in the text box and select at which level of review it will be evaluated (paper screen, first interview or second interview). Enter the weight of each criterion in relation to all the others and click “Add.” Generally committees use a weight of 5 for low priority criteria, 10 for medium priority criteria, and 15 for high priority criteria. When you are finished adding the preferred criteria, click on the “NEXT” button at the top of the screen or select “Preference(s)” from the drop down box.
15. On the preferences screen search committees are allowed to add up to an additional 5% for diversity preference and 5% for internal preference. After you have completed the paper screen, and before you select candidates for interviews, please call Human Resources (x6034) for a diversity report.

16. The report you receive from Human Resources looks like the image below. When you rate diversity point you will identify ethnic diversity in the “Hispanic” and “Race Category” columns. Gender is in the “Gender” column. If the candidate does NOT disclose gender or race, you can NOT give them diversity points.
17. When the preference criteria have been entered, click on the "Job Maint" button at the top of the screen and select "Level Maint" from the drop down box.

18. On the left side of the screen, you will see the levels of review that were selected in the "Levels of Review" screen (#13 above). In order to review candidates, the hiring manager will select the "Min Requirements" button. Setting the status to "Min Requirements" allows the hiring manager to review candidates and eliminate those who do not meet the minimum requirements for the position.

19. Select “Eliminate” from the drop down box next to the "Job Maint" button. Next select “Min Requirements” and the applicant to be eliminated.
20. Select the minimum requirement the candidate does not meet and click eliminate.

![Image of ELIMINATE APPLICANTS form with options to select requirements and eliminate candidates.]

21. After candidates are eliminated in the Applicant Rating System, they must also be eliminated in PeopleTracker. Log back in to PeopleTracker and select “Change Status” in the Status column for the candidate who was eliminated.

![Image of PeopleTracker interface showing the option to change status of a candidate.]

22. On the next screen, select “Not Interviewed – Not Hired” in the “Status” column and “Did not meet minimum requirements” in the “Not Hired Reason” column. Click “Continue to Confirm Page” and then click “Save Status Changes.” Repeat this step for every candidate that is eliminated. **Eliminated candidates will no longer appear on the candidate list.**

![Image of Change Applicant Status form with options to select status and not hired reason.]
23. When all of the applicants have been evaluated for minimum qualifications change the status to “Paper Screen” in the Applicant Rating System so the committee can begin to evaluate the candidates for the Paper Screen criteria.

![Image of Applicant Rating System interface with status set to Paper Screen]

24. To rate candidates click the “Rate” button.

![Image of the Applicant Rating System interface with the Rate button highlighted]

Welcome Abby!
The Applicant Rating System is designed to assist you with the evaluation of Preference points.

Note: If you are not able to rate, be sure the Hiring Manager has opened the selection process.
If you have questions, call Human Resources at extension 6034 or 6036.

25. Select an applicant in the drop down menu.

![Image of the Applicant Rating System interface with the Rate Applicants option highlighted]
26. Next, rate the remaining applicants using a 0 to 5 scale, 5 being the highest. If a committee member is unable to be part of an interview or the paper screening process, their individual scores can be averaged with the rest of the committee’s ratings by having the absent committee member select the applicants and click the “No Rating” button next to each of the criterion.

27. Once you have rated the first applicant, click “Next” to move on to the other applicants. Please note that ratings save automatically, there is not a “save” button.
28. After all the applicants have been rated select the “Finished Rating All Applicants” button.

29. After the committee has met to review their paper screen scores and decides how many of the top-ranked candidates to bring in for interviews, change the rating status from paper screen to first interview. **Warning: Once the status is moved from “Paper Screen” to “first Interview” it can NOT be moved back to paper screen for any reason.** After the committee completes the first round of interviews they rate the candidates again.
30. After everyone has completed the ratings for the first interview, the search committee will meet again to discuss their top candidates and determine if a second interview is needed. If second interviews are going to be held, conduct the interviews, change the rating status to “2nd Interview” and the committee rates again.

31. When a hiring decision is made for the top-ranked candidate, create a paper PAR (and a recommendation for faculty hire form if the position is for a faculty position), and submit both to the Human Resources office for administrative approvals.

*If you have any questions, please contact Human Resources at ext. 6034*