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

1. To view applicant materials, log in to the eWeber Portal and click on PeopleAdmin, which can be found in the Human Resources category of the portal.

![Image of PeopleAdmin](image)

2. Once logged in, change your user group to Search Committee Chair (upper right corner of the screen) and the module to Hire (upper left corner of the screen).

![Image of Hiring](image)

3. Hover over the Postings option and select the position type (faculty, staff, etc.) of your search.

![Image of Postings](image)

4. Select the position title of your search.

![Image of Position Title](image)

5. Click on the various links to view a summary of the posting, the approval history of the posting, a list of the applicants, etc.

![Image of Posting](image)
6. Click on the Applicants tab to view a list of current candidates, their applications, and other materials.

7. In a separate browser window, login to your eWeber portal and click on Applicant Rating System, which can be found in the Human Resources category of the portal.

8. The WSU Applicant Rating System will open. At the top of the screen, select the job you want to set-up and rate.
9. First you will need to set-up the position you are going to rate. Click on “Setup Job” and then select “Committee” from the “Select One” drop down box.

10. 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.
11. Click on “Select” next to the appropriate name.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Type</th>
<th>Email</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowe, Jeanette M</td>
<td>H</td>
<td></td>
<td><a href="mailto:jeannettelowe@weber.edu">jeannettelowe@weber.edu</a></td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Hirst, Holly</td>
<td>V</td>
<td></td>
<td><a href="mailto:hhirst@weber.edu">hhirst@weber.edu</a></td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Crane, Vince</td>
<td>H</td>
<td></td>
<td><a href="mailto:vincercrane@weber.edu">vincercrane@weber.edu</a></td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Guzzetti, Stephen John</td>
<td>H</td>
<td></td>
<td><a href="mailto:sguzzetti@weber.edu">sguzzetti@weber.edu</a></td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Aragon, Patricia Catherine</td>
<td>C</td>
<td></td>
<td><a href="mailto:triciaranon@weber.edu">triciaranon@weber.edu</a></td>
<td>Edit Remove</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Department</th>
<th>Affiliation</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patten, David</td>
<td></td>
<td>Facilities Management</td>
<td>Employee</td>
<td>Select</td>
</tr>
</tbody>
</table>

12. Next, select committee member type. There are three options: Committee Member, Hiring Manager (Chair), 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 this process for the rest of the committee members.

13. 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.
14. Use this screen to add 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.”

![Minimum Requirements Table]

15. When the minimum requirements have been added, click 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.

![HR Demo II Example]

**Note:** Once you have selected the appropriate levels for this search, select Preferred Criteria from the drop down.
16. 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 the “NEXT” button at the top of the screen or select “Preference(s)” from the drop down box.
17. 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) so they can run the diversity report and apply the preference points.
18. 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.

19. On the left side of the screen, you will see the levels of review that were selected in the “Levels of Review” screen (#15 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.

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

22. After candidates are eliminated in the Applicant Rating System, they must also be eliminated in PeopleAdmin. Click on the candidate’s last name to open their application.

23. On the next screen, hover over the Take Action on Job Application button in the upper right area of the screen and select the appropriate option from the Workflow actions.
24. 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.

25. To rate candidates click the Rate button and select an applicant from the drop down box. After all the applicants have been rated, select the Finished Rating All Applicants button.

26. Rate the 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 click on the applicant names, but not doing anything with the ratings. Please note that ratings save automatically. There is no save button.
27. 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 level from paper screen to first interview. **Warning: Once the level 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.

28. 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 level to “2nd Interview” and the committee rates again.

29. When a hiring decision is made for the top-ranked candidate, set their status in PeopleAdmin to recommend for hire (see #22 and 23 above). The next work day create a new hire or transfer ePAR (transfer ePARs are for current salaried employees of WSU). The ePAR will circulate for administrative approvals. HR will contact the hiring manager when the approvals have been obtained so that an offer can be extended. If a criminal background check is required, the offer will be conditional pending the results of the background check.

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