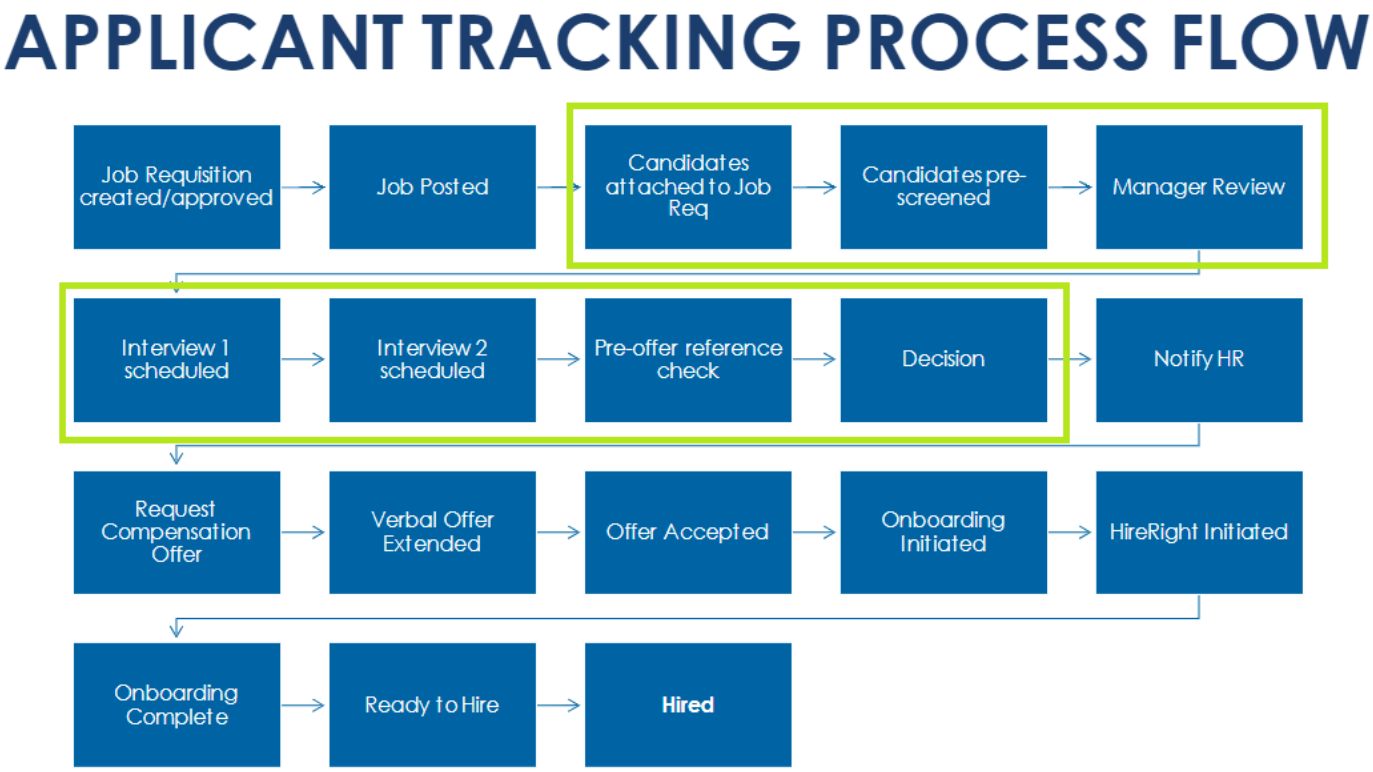
**Reviewing Candidates**

**Overview**

Once a job has been posted, there are many phases to finding, reviewing and finally selecting the candidate to fill the position. This knowledge article addresses Candidates Attached to the Job Req. through Decision.

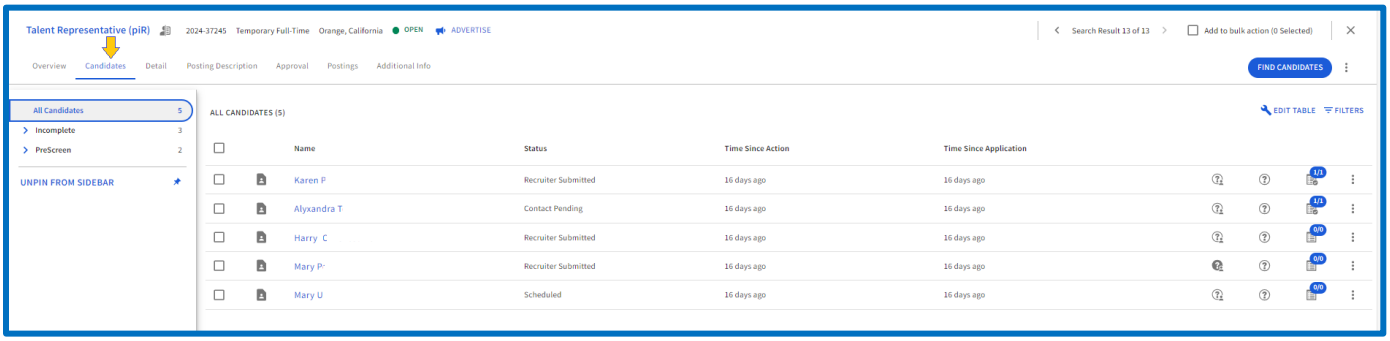



Sections of the article are


[Reviewing Candidates]
[Adding a tag to a candidate]
[Scheduling interviews]
[Requesting Feedback]

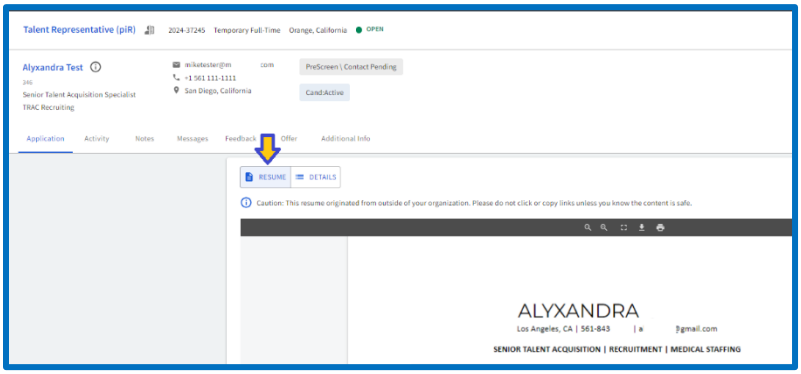
**Reviewing Candidates**

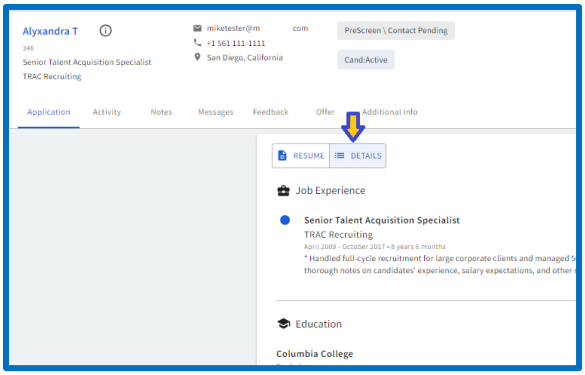
Once candidates have begun applying to a position, they can be reviewed in the candidate section of the job.




Clicking on the candidate name will allow the user to dig deeper into information and activities regarding the candidate

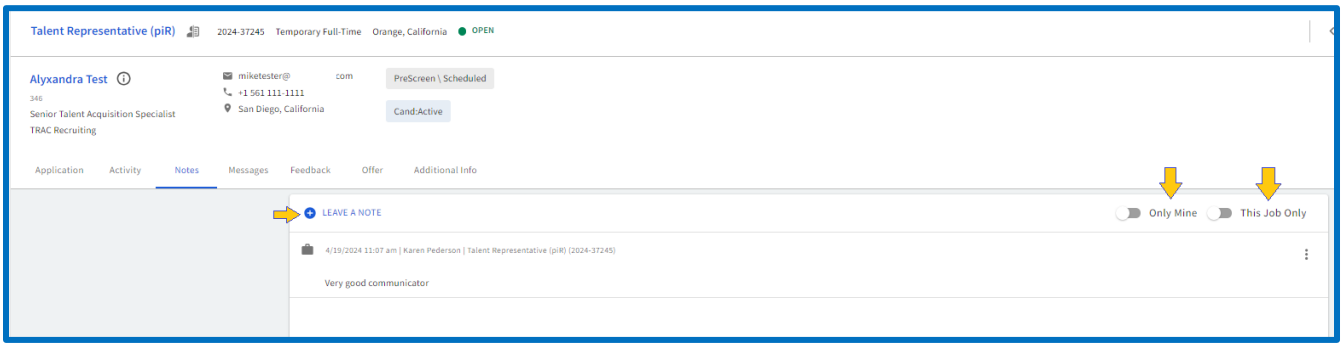
**Application** will allow you to review their resume and their profile details.



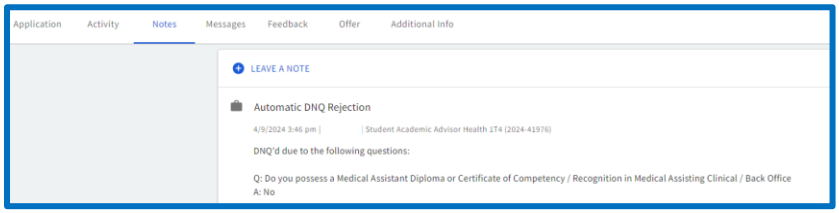




**Activity** displays actions taken in Interview Scheduling, Skillsurvey, and/or Video Interview regarding an application. This will be available once UCI has enabled Interview Scheduling.

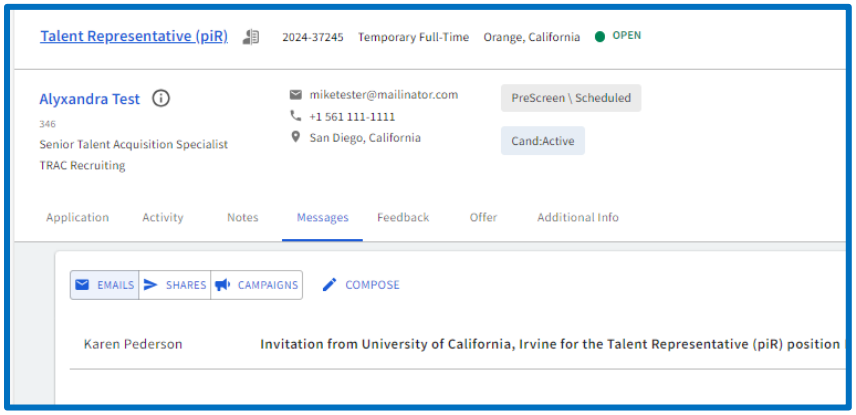
**Notes** displays any notes that have been made in Talent Connect. Click on **Leave a Note** to add comments that can be viewed by others regarding the candidate. Notes can be filtered to show only those comments created by the user and also to display only those that are pertaining to this job. Keep in mind, notes are discoverable.



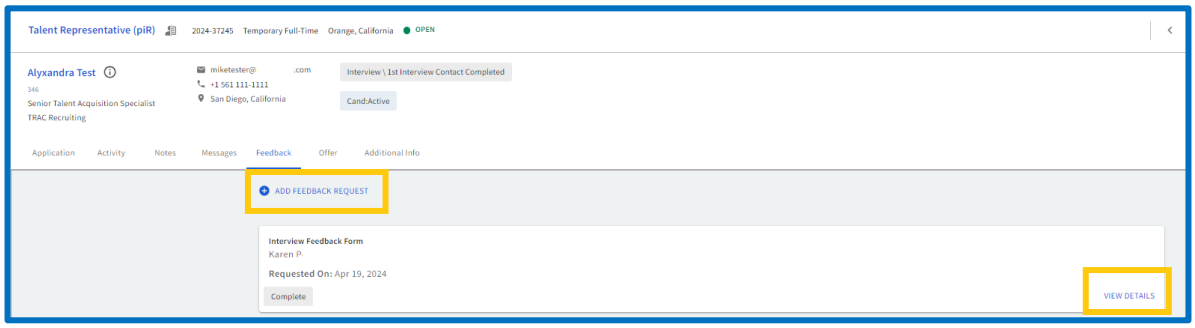
The Notes tab can also show you the questions to which a candidate answered “no” on the application job screening questions. Candidates who passed the job screening questions will not have results for job screening displayed in the Notes tab.



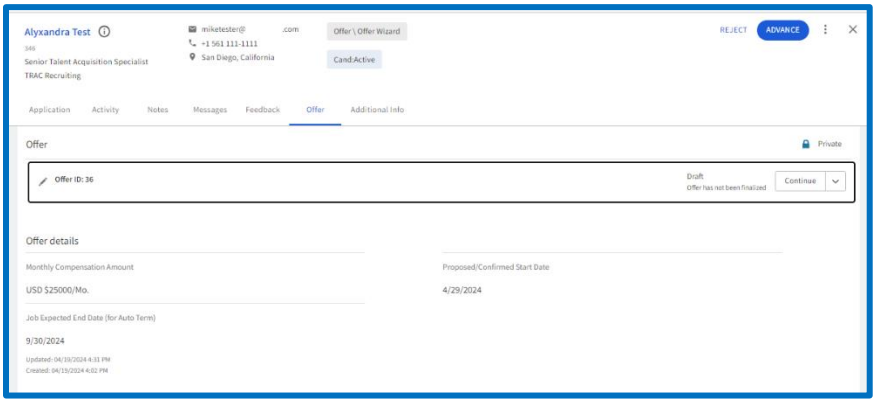

**Messages** will show all communications that have been sent to the candidate from iCIMS




**Feedback** allows the user to access the feedback forms that have been submitted as part of the interview process. In addition, the user can request feedback by selecting the request feedback button.

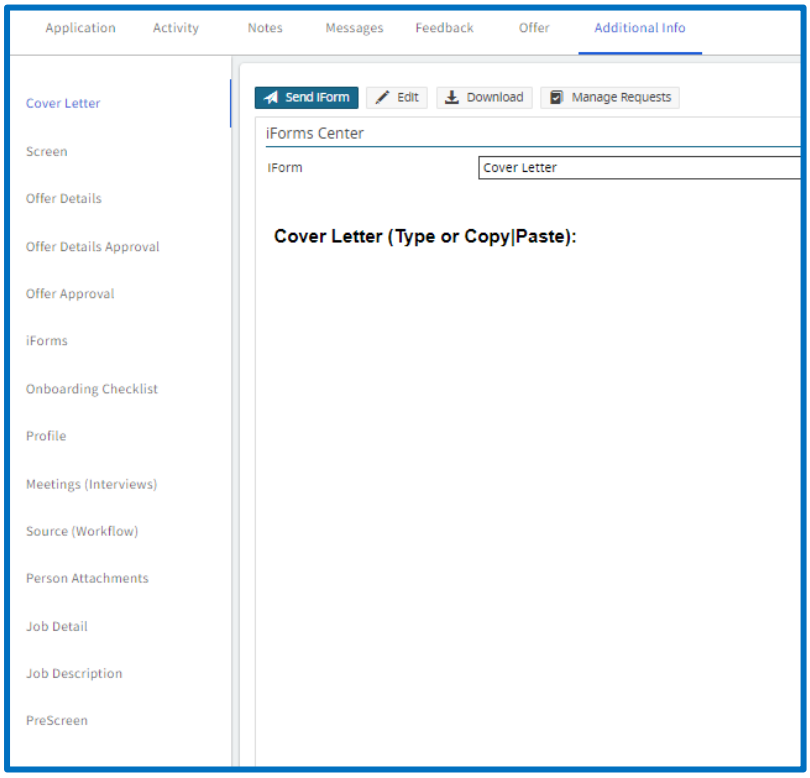



**Offer** – As soon as an offer letter has been started in the Offer Wizard, that information can be viewed and edited

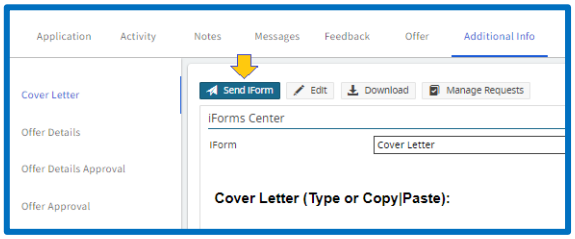


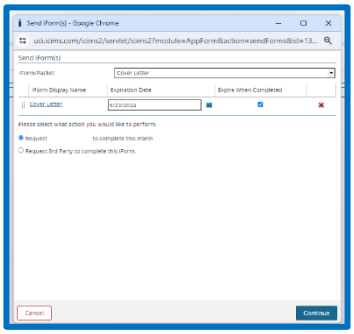
**Additional Info**

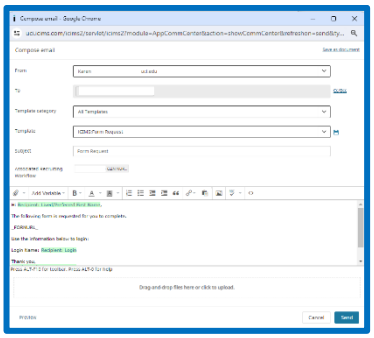
The **Additional Info** tab might also be thought of as Additional Actions as users will come to this tab when taking notes during PreScreen interview, inputting/approving Offer details, updating the Onboarding checklist. It provides information about the candidate, as well as the job they have applied to.

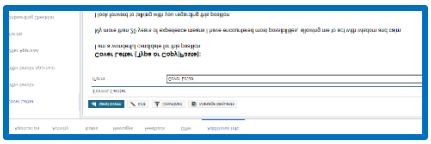



**Cover Letter** – Displays any cover letter the applicant may have attached. The user can also request the candidate complete a cover letter by clicking on Send iForm. A pop-up window will appear asking who should be requested to complete the cover letter. The expiration date will default to 30 days from the current date, this can be changed by clicking on the calendar icon. Click **Continue**. A second screen will pop-up with the template that will be sent to the candidate or third party requesting the cover letter as well as indicating the due date. Pressing **Send** will notify the recipient, directing them to complete a cover letter on the UCI Portal.







**Offer Details –** See **Preparing an Offer Letter** for information on Offer Details

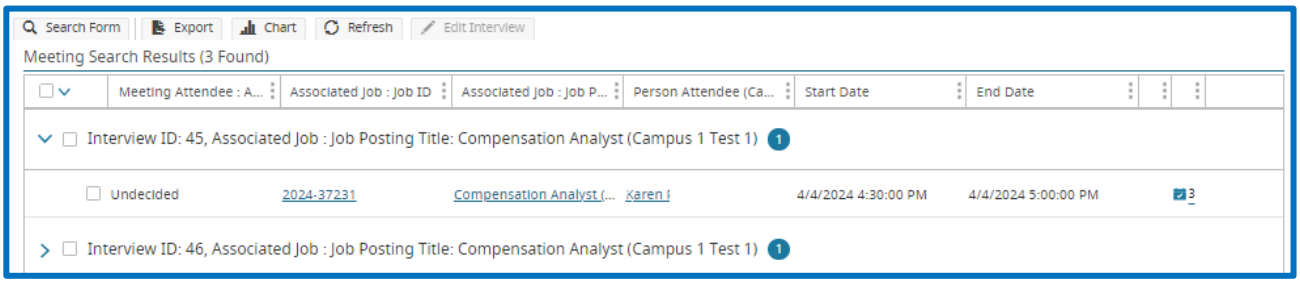
**Offer Details Approval –** See **Preparing an Offer Letter** for information on Offer Details Approval
**Offer Approval –** See **Preparing an Offer Letter** for information on Offer Approval
**iForms** - Allows you to see the responses to the iForms that have been completed as part of the application.

- Cover Letter
- Gender Identity and Sexual Orientation RW
- UCI Sexual Misconduct Declaration
- UCI Application

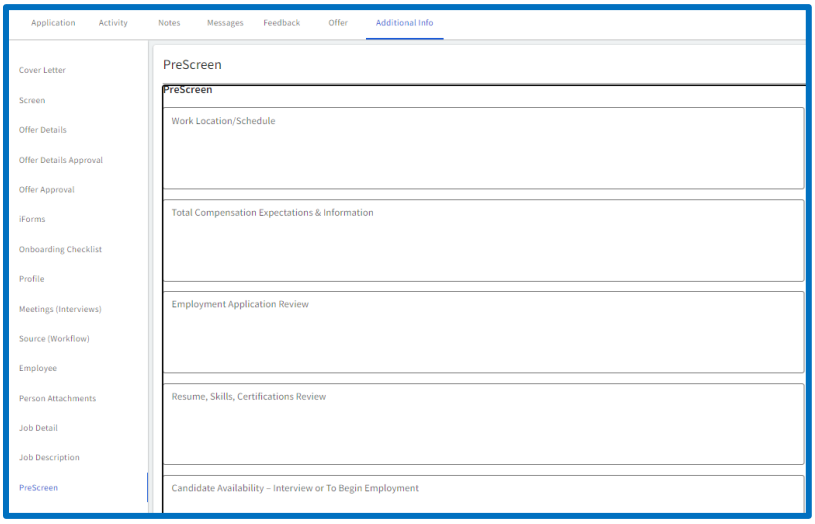
You may also send one of the forms to the candidate for completion. The steps are similar to those detailed for Cover Letter.

**Onboarding Checklist** – TA Ops will use the Onboarding Checklist to record onboarding activities.
**Profile** – Profile information submitted by the candidate from the application
**Meetings (Interviews)** - All scheduled interviews are displayed
Expanding the interview will display

- Meeting invitation response (undecided = no response)
- Job Id
- Job Posted Title
- Attendee
- Start Date
- End Date




**Sources (Workflow)** - How the candidate was attached to the job
**Person Attachments** – documents related to the candidate and position can be attached here. Examples of documents that can be attached include Rehire Retiree, multi-location dual employment agreements, FLSA override.
**Job Detail** – The same information as the Job Detail tab
**Job Description** – The same information as the Posting Description
**PreScreen** – Information gathered during the prescreen can be placed here. To record pre-screen information, click edit, then update the



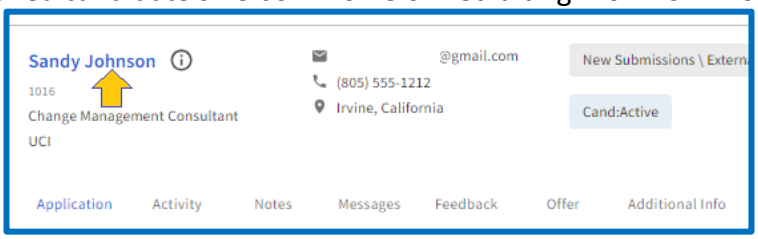
**Adding a tag to a candidate**

Tags allow HR and Talent Acquisition to add attributes to a candidate profile. Tags can be searched to aid in the recruiting process. Tags are attached to a candidate and not to the job. Tags that are currently configured include

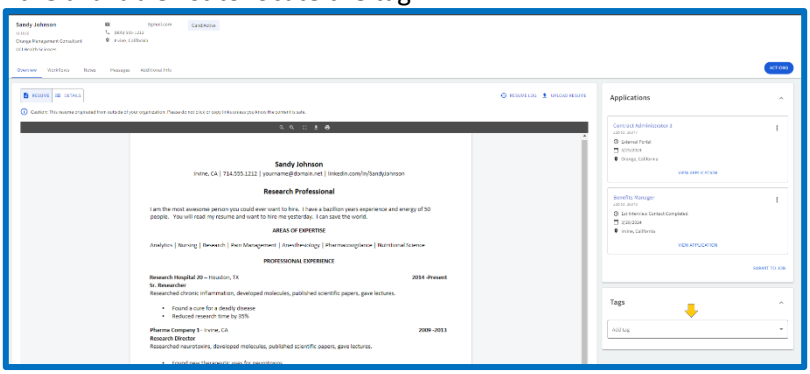
- First Shift
- Fountain Valley
- Orange
- Second Shift
- Lakewood
- Placentia
- Third Shift
- Los Alamitos
- Silver medalist

Adding Tags to a Candidate Profile

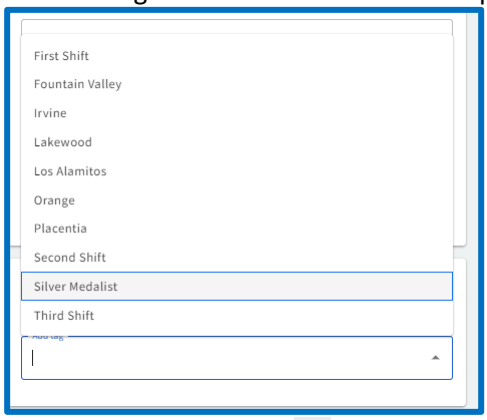
1. Navigate to the desired candidate's Person Profile or Recruiting Workflow Profile

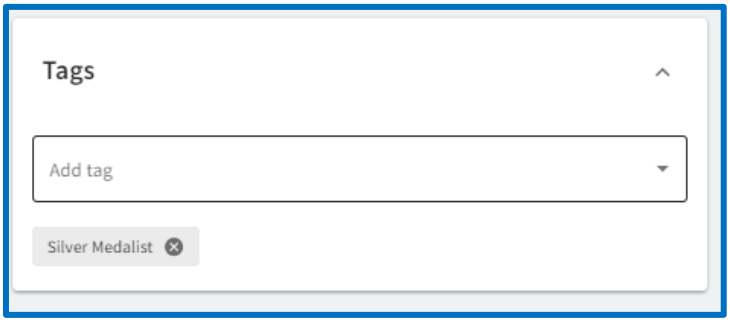



2. Click the **Tags** tab. Any currently-assigned tags will display.
3. To add a new tag, click into the **Type to add new tag** field at the top of the tab. Begin typing the tag that should be added or review the available list to locate the tag.



4. Click the tag to add it to the candidate's profile.




5. To delete a tag, click the ⊗ at the end of the tag.

**Tips:**

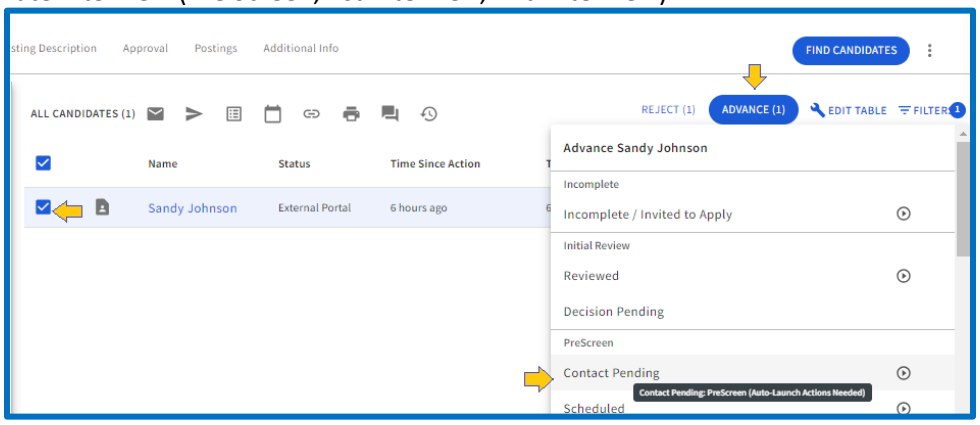
- Tags can be added to a profile in any order but display in alphanumerical order after the page refreshes.

**Scheduling Interviews**

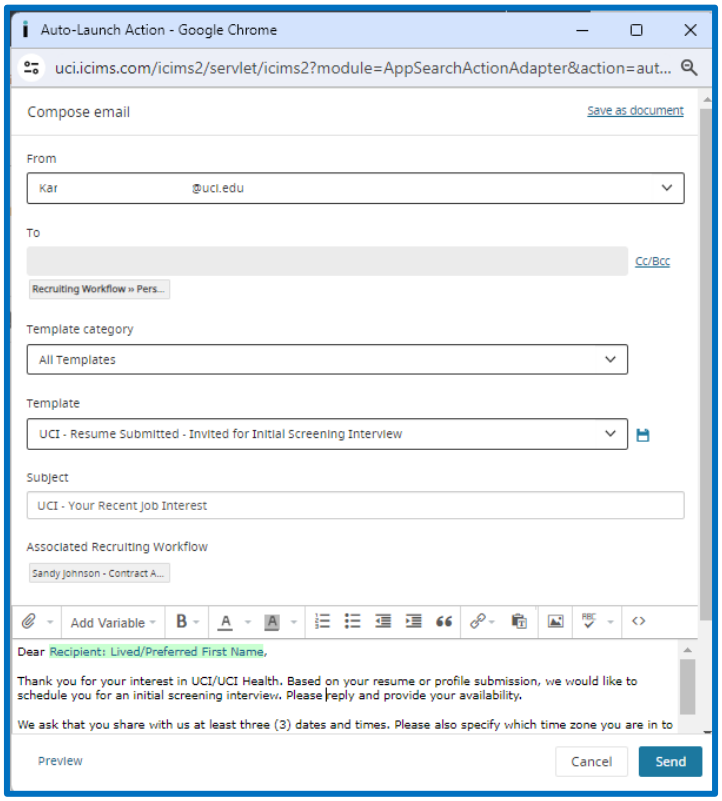
Users can create appointments and interviews from several areas within the system. The following instructions demonstrate how to create a new interview associated with a particular person. It is recommended that you use the Advance functionality as that will track where the candidate is in the recruiting process.

**Requesting an interview**

1. Navigate to the **Candidates** tab, select one or more candidates, click **Advance** and scroll to **Contact Pending** for the appropriate interview (Pre Screen, 1st Interview, 2nd Interview).

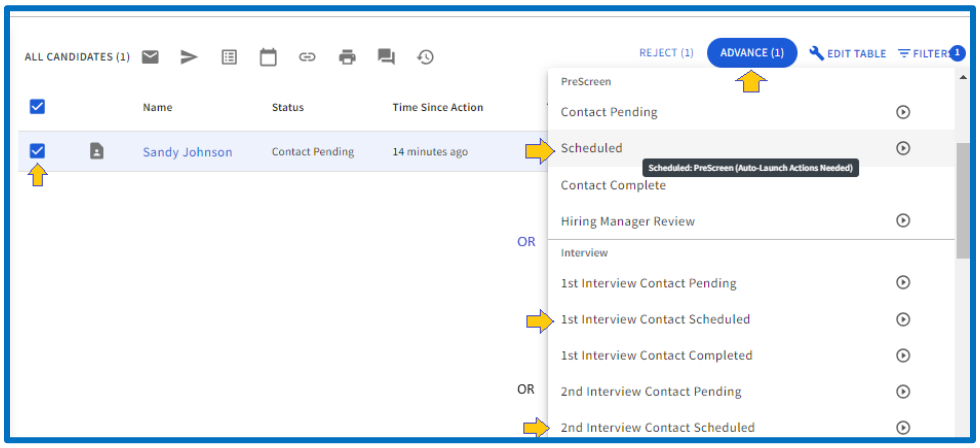



2. A pop-up will appear displaying the recipients, as well as contents of the email, requesting scheduling information. The contents of the email can be modified; however, the templates have been reviewed and approved by HR and should not deviate significantly from what is presented. After review, press **Send.**

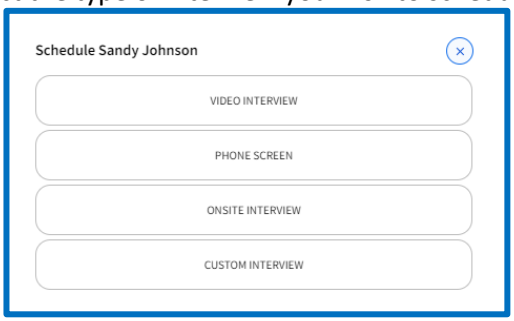


**Scheduling the Interview**

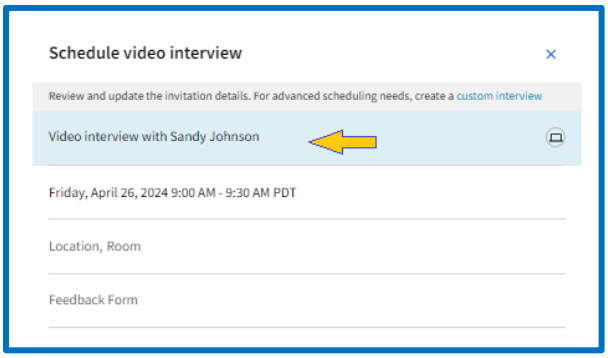
1. Navigate to the Candidates tab, select the candidate, click **Advance** and scroll to Scheduled for the appropriate interview (Pre Screen, 1st Interview, 2nd Interview).

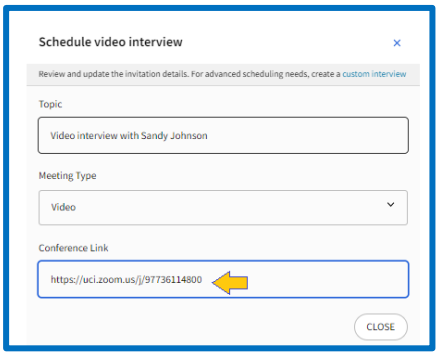



2. When the screen appears, select the type of interview you wish to schedule



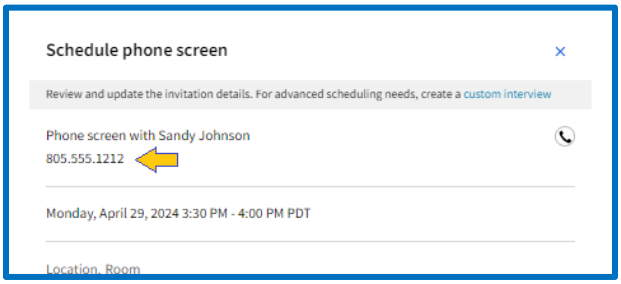

**Video Interview**

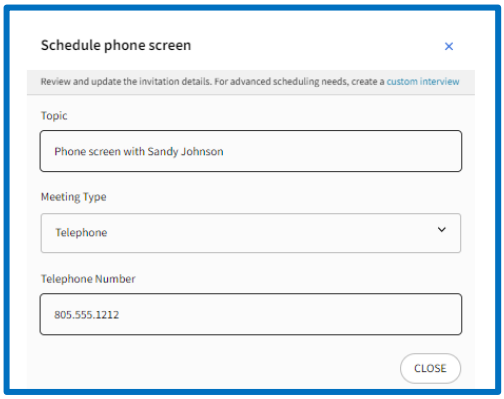



**Phone Screen**

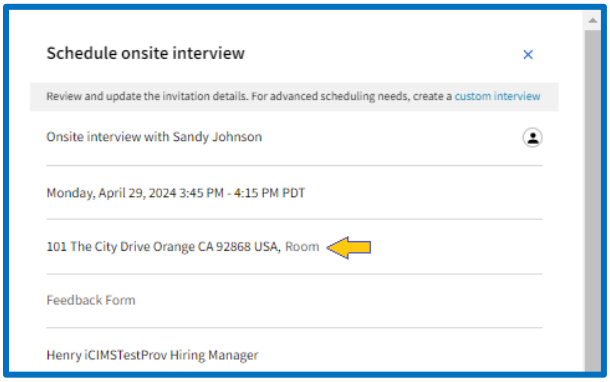
The candidate's phone is automatically populated in the interview template. To change the phone number, click in that section, update the phone and press **Close**.

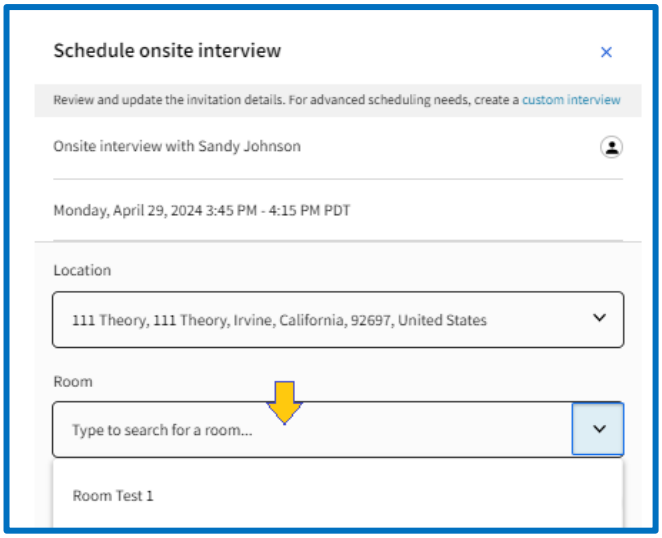


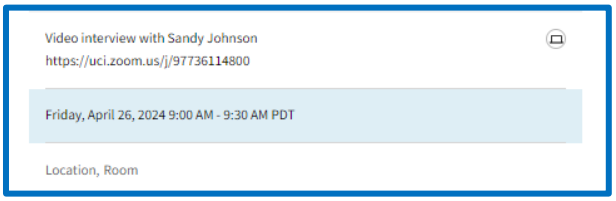
**Onsite Interview**

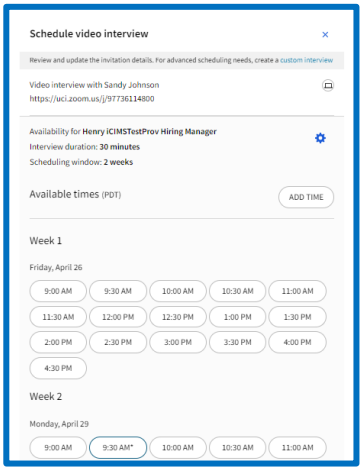
To change the location or add a room, click in the location section and select a location and/or room from the drop-down options. If the preferred location/room is not presented, it can be typed into the field.



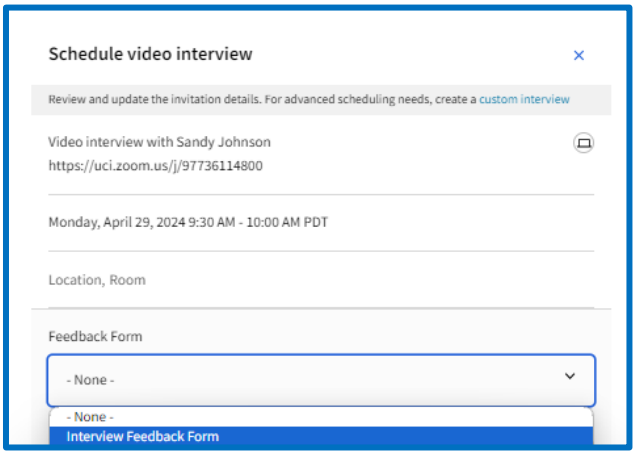




3. Click on the Date and time to schedule the date and time for the interview

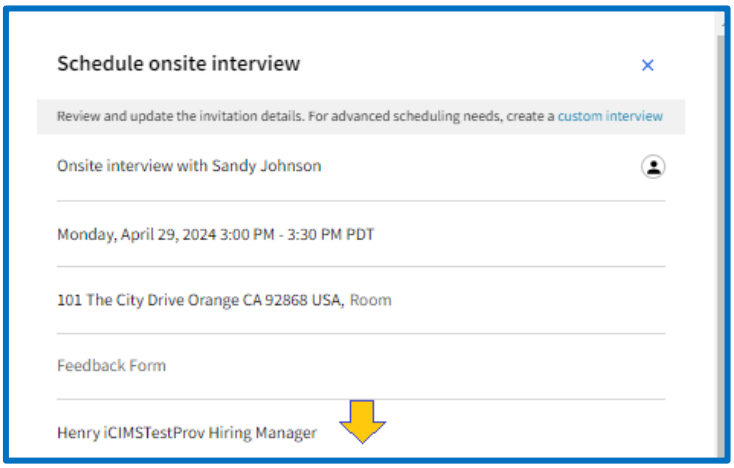


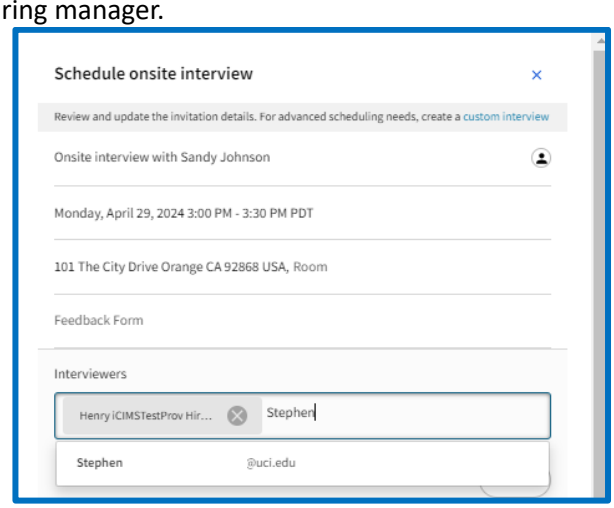




4. To add a feedback form, click on **Feedback Form** and select **Interview Feedback Form.** The interview feedback form will be attached to the interview invitation for the interviewer.



5. To add additional attendees, click in the section with the hiring manager.

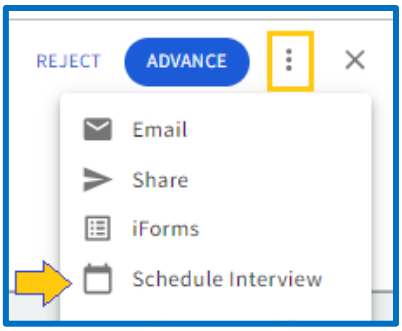



6. Complete any additional desired fields, then click **Send** to schedule the interview.

**Tips:**

- Scheduling interviews through scheduling icon found in the vertical ellipsis will not change the status of the candidate.




To maintain visibility into the status of a candidate and which interview is being scheduled, it is recommended that you schedule using the **Advance** button

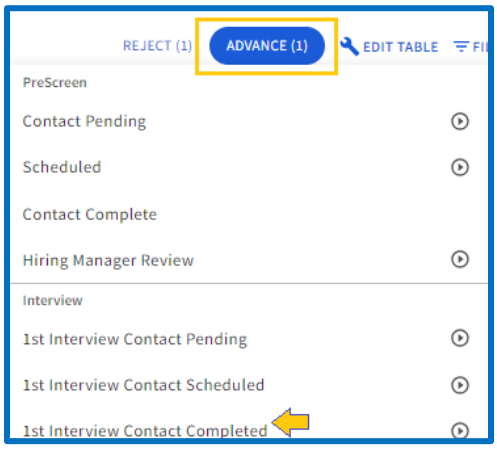
**Editing an Appointment or Interview**

Until Outlook integration is completed, changes to interviews will need to be made from Outlook and will not be reflected in Talent Connect

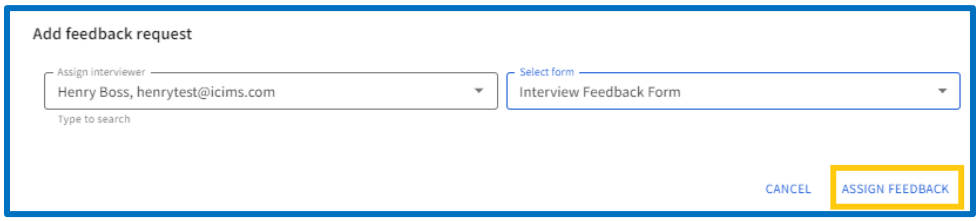
**Requesting Feedback**

After an interview has occurred, a feedback form can be requested that when completed will be attached to the candidate's workflow.

1. Click **Advance** and select either **First Interview Contact Completed** or **Second Interview Contact Completed**




2. Using the drop-down menus, or typing in the name select the appropriate interviewer. Select the appropriate form and press **Assign Feedback**.




3. The interviewer will receive an email with a link to the feedback form, asking them to provide their feedback and letting them know the link will expire in 14 days.

Version History

| Version | Author | Date |
|---|---|---|
| Version 1.0 | Karen Pederson | May 24 2024 |
| | | |
| | | |
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