

PeopleSoft V9.1



Creating Interview Schedule

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the "All Apps" icon from the Quick Access Bar.

I Would Like To:

Select

I Would Like To Use:

Select

People Finder

First Name

Last Name

Search



ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

JAGWIRE

Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.

#getwired

jagwire.augusta.edu

What's New

View More

Women's Health Magazine: 3 Women get real about gut struggles

Why learning by doing matters more, longer

Deck the halls with care and keep eyes on young children

Attention: Student Health Services closure (Dec. 15-30)

Scientists learn more about how motors maneuver our cells' roadways

Augusta University's accreditation reaffirmed

Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series - Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

View All

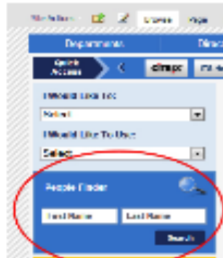
Concierge Service
706-721-9522

New Policies



From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link.

PAWS > pub > Apps_Tools



PeopleFinder is on the home page of PAWS

Health System Applications

- [Ambulatory Dashboard](#)
- [Attendance Tracking](#)
- [Attending Finder](#)
- [CarpoolConnections](#)
- [CDM Reference](#)
- [CDM Request Form](#)
- [CERMe](#)
- [CIS Issue Log](#)
- [Citrix Portal Access](#)
- [Citrix2 Portal Access \(general site\)](#)
- [Employment Opportunities](#)**
- [EP3 \(Employee Patient Parking\)](#)
- [Faculty List Online](#)
- [MC Catering & Floor Stock Ordering and Terrace Cafe Menu](#)
- [GRMC Employee Self Service](#)
- [GRMC On Call](#)** (was MCG OnCall)
- [GRMC OnCall Manual](#)**
- [GRMC Paging](#)**
- [HIPAA Disclosure Log](#)
- [Informed Consent Forms](#)

University Applications

- [ACGME Resident Case log](#)
- [Campus/USAMobility Paging](#)
- [Crystal Enterprise](#)
- [Crystal Reports](#)
- [Echo360 \(faculty use only\)](#)
- [Effort Funding Profile](#)
- [eSproute \(must use VPN or Citrix when off campus\)](#)
- [GoVIEW \(CERM_PNUR\)](#)
- [GRU Alert](#)
- [Health eShop](#)
- [JagCard](#)
- [JagStore](#)
- [\(submit course materials\)](#)
- [Lockshop](#)
- [OnCore](#)
- [one45](#)
- [PACT](#)
- [PeopleSoft Financials](#)
- [PeopleSoft HRMS](#)
- [Pounce](#)
- [Pulse](#)
- [SoftServ](#)
- [Sponsored Programs](#)

Enterprise Applications

- [Augusta University Brand Information](#)
- [Box \(University wide\)](#)
- [Complete Annual Training & Compliance](#)
- [Compliance Assist](#)
- [Conflicts of Interest Disclosure](#)
- [Curriculog](#)
- [Cyber Anatomy](#)
- [Cyber Science 3D](#)
- [Desire2Learn](#)
- [Faculty List Online](#)
- [Greenblatt & Reese Libraries](#)
- [HIPAA Disclosure Log](#)
- [HR Employee Information](#)
- [Outlook 365 Web Access](#)
- [Policy Management System \(Policy Tech\)](#)**
- [Data Portal](#)
- [Room and Event Scheduling](#)
- [Security Authority \(SA\) Request for NetID](#)
- [Security Authority Request for Application Access](#)
- [Submit a request to IT](#)
- [Who is MY SA?](#)
- [Workforce **LEARN** Online](#)
- The links below are for systems that are NO LONGER USED,**

Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

ORACLE
PEOPLESOFT ENTERPRISE

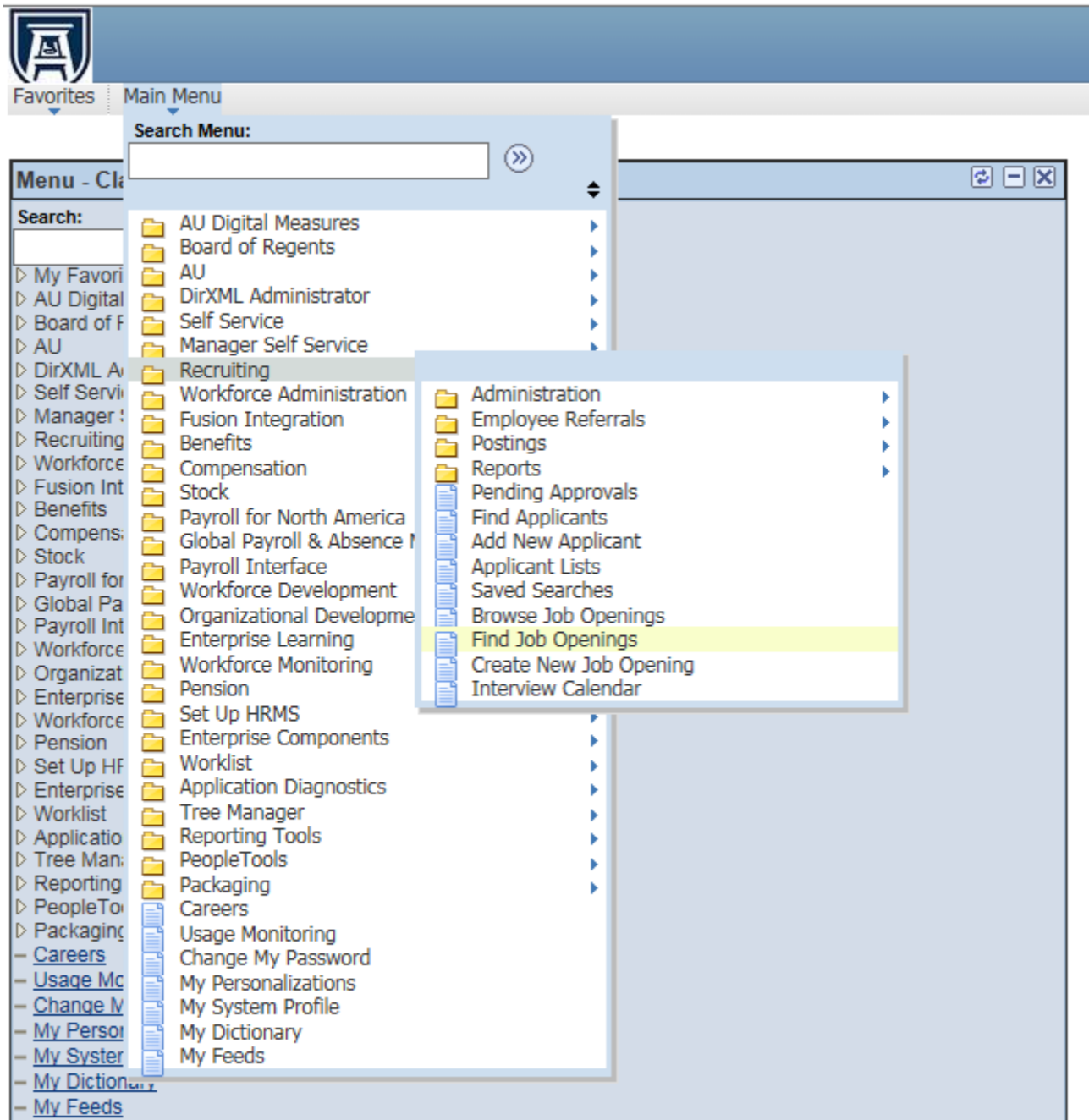
User ID:

Password:

Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	



Navigate to Recruiting

Main Menu > Recruiting >
Find Job Openings

OR, you may go to the “My
Job Openings” category on
your Manager Dashboard,
then select Job Opening you
would like to screen

Enter the Job Opening ID. Change the status field from "Open" to a blank field. Select "Search".



Find Job Openings

Enter Search Criteria

Job Opening ID:

Status:

Most Recent Activity:

Job Opening Type:

Hot Job:

Display Jobs:

Manager:

Recruiter:

Originator:

Business Unit:


Position Number:

Title:

Recruitment Contact:

[Browse Job Openings](#) [Find Job Postings](#)

Click on the position title.



Favorites Main Menu > Recruiting > Find Job Openings

Find Job Openings

[View Job Opening Search Criteria](#)

✓ 1 Results Found

Search Results Personalize | Find | View All | First 1 of 1 Last

	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	Office Coordinator	12234	Standard Requisition	Augusta University	1	1		12/19/2016

[Select All](#) [Deselect All](#)

[Browse Job Openings](#) [Find Job Postings](#)

Select **Manage Interviews** from **Take Action** drop down list. You can manage interviews individually OR you can add multiple interviews at one time by placing a by the applicants name.



Favorites Main Menu > Recruiting > Find Job Openings

Find Job Opening Job Opening

[Print Job Opening](#)

Posting Title: Office Coordinator
 Job Opening Status: 010-Open
 Job Title: Office Coordinator
 Position Number: 00001510 Office Coordinator
 Business Unit: 12000 Augusta University

Job Opening ID: 12234
 Job Type: Standard
 Job Code: 505X17

Save Clone Create New [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants [Screen Applicants](#) [Interview Schedule](#)

Manage Applicants

Display:

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Former Employee	Last Updated	Take Action
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>	Cathy Carver-Parker	56325	Emp	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Create Interview Evaluation
- Forward Applicant
- Link Applicant to Job
- Manage Applicant Checklists
- Manage Interviews**
- Pre-Employment Check
- Prepare For Hire--HR ONLY--
- Prepare Job Offer--HR ONLY--
- Print Application Details
- Reject Applicant
- Route Applicant
- Select Action...
- Send Correspondence
- Withdraw From Hire

[Select All](#) [Deselect All](#) *Group Action:

Select the arrow by the candidates name to expand the section.



Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

[Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		


[Return to Previous Page](#)

Cathy Carver-Parker

[Return to Previous Page](#)

[View/Print All Interviews](#) [Expand All](#) [Collapse All](#)


Select the arrow by Interview 1 to expand the section.

 Favorites Main Menu > Recruiting > Find Job Openings

Job Opening


Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

 [Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		

[Return to Previous Page](#)

 Cathy Carver-Parker

Applicant Name:	Cathy Carver-Parker	Applicant ID:	56325
Applicant Type:	Employee	Preferred Contact:	Not Specified

Interview 1

Consolidated Interview Letter

[Return to Previous Page](#)

Select the appropriate Interview Status from the dropdown menu.

[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)

Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

[Print Job Opening](#)

Posting Title: Office Coordinator **Job Opening ID:** 12234
Job Opening Status: 010-Open **Job Type:** Standard
Job Title: Office Coordinator **Job Code:** 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

 [Return to Previous Page](#)

Applicant Name: Cathy Carver-Parker **Applicant ID:** 56325
Applicant Type: **Preferred Contact:** Not Specified

Interview 1
Interview Status: Cancelled
Completed
Confirmed
Scheduled
Unconfirmed **Initiator:** Cathy Carver-Parker
Interview Type:

Applicant Appointment Status: **Notify Applicant**

Interview Details

Date: **Time Zone:** EST **Start Time:** **End Time:**

Interview Schedule [Personalize](#) | [Find](#) | | [First](#) | [1 of 1](#) | [Last](#)

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify	
001391 <input type="button" value="Q"/>	Carla Symonds					<input type="button" value="None"/> <input type="button" value="v"/>	<input type="checkbox"/>	<input type="button" value="v"/>



Job Opening Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

[Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		

[Return to Previous Page](#)

Select the appropriate **Interview Type** from the dropdown menu.

▼ Cathy Carver-Parker

Applicant Name: Cathy Carver-Parker **Applicant ID:** 56325
Applicant Type: Employee **Preferred Contact:** Not Specified

▼ Interview 1

Interview Status: Confirmed ▼

Interview Type:
 Campus
 Committee Interview
 Final Interview
 Interview
 Phone
 Second Interview
 Telephone Interview
 Initiator: Cathy Carver-Parker

Applicant Appointment: **Notify Applicant**

Interview Details

Date: **Time Zone:** EST **Start Time:** **End Time:**

▼ Interview Schedule Personalize | Find | | First 1 of 1 Last

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify	
001391	Carla Symonds					None ▼	<input type="checkbox"/>	



Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

[Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		

[Return to Previous Page](#)

Select Applicant Appointment Status.

▼ Cathy Carver-Parker

Applicant Name: Cathy Carver-Parker **Applicant ID:** 56325
Applicant Type: Employee **Preferred Contact:** Not Specified

▼ Interview 1

Interview Status: Confirmed
Interview Type: Interview **Initiator:** Cathy Carver-Parker

Applicant Appointment Status: Accepted
Declined
None
Tentative **Notify Applicant**

Interview Details

Date: **Time Zone:** EST **Start Time:** **End Time:**

▼ Interview Schedule Personalize | Find | First 1 of 1 Last

Details

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify
001391	Carla Symonds					None	<input type="checkbox"/>



Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

[Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		

[Return to Previous Page](#)

▼ Cathy Carver-Parker

Applicant Name:	Cathy Carver-Parker	Applicant ID:	56325
Applicant Type:	Employee	Preferred Contact:	Not Specified

▼ Interview 1

Interview Status:	Confirmed <input type="button" value="v"/>	Initiator:	Cathy Carver-Parker
Interview Type:	Interview <input type="button" value="v"/>		

Applicant Appointment Status: Accepted **Notify Applicant**

Interview Details

Date:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Time Zone:	EST				

▼ Interview Schedule Personalize | Find | | First 1 of 1 Last

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify	
001391	Carla Symonds					None <input type="button" value="v"/>	<input type="checkbox"/>	

Checking the **Notify Applicant** box will prompt a message to be sent to the applicant portal with the details of the interview (date, time, location, and interview committee member names).



Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

[Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		

[Return to Previous Page](#)

▼ Cathy Carver-Parker

Applicant Name: Cathy Carver-Parker **Applicant ID:** 56325
Applicant Type: Employee **Preferred Contact:** Not Specified

▼ Interview 1

Interview Status: Confirmed
Interview Type: Interview **Initiator:** Cathy Carver-Parker

Applicant Appointment Status: Accepted **Notify Applicant**

Interview Details

Date:

Time Zone: EST **Start Time:** **End Time:**

▼ Interview Schedule Personalize | Find | | First 1 of 1 Last

Details

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify	
<input type="text" value="001391"/> <input type="button" value="magnifying glass"/>	Carla Symonds					None <input type="button" value="v"/>	<input type="checkbox"/>	<input type="button" value="trash"/>

Enter Interview Details.



Job Title: Office Coordinator Job Code: 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

Submit Save for Later Cancel [Return to Previous Page](#)

Cathy Carver-Parker

Applicant Name: Cathy Carver-Parker Applicant ID: 56325
Applicant Type: Employee Preferred Contact: Not Specified

Interview 1

Interview Status: Confirmed Interview Type: Interview Initiator: Cathy Carver-Parker

Applicant Appointment Status: Accepted Notify Applicant

Interview Details

Date: [] Time Zone: EST Start Time: [] End Time: []

Interview Schedule Personalize | Find | [] [] First 1 of 1 Last

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify
001391	Carla Symonds					None	<input type="checkbox"/>

[+ Add Interviewer](#) Notify Interview Team

Venue Information Personalize | Find | View All | [] [] First 1 of 1 Last

*Venue	Email	Appointment Status	Comments	Availability
[]		None		

[Add/Maintain Venue Information](#)

Location

[]

Add Interviewers: the interviewers will be the individuals entered as the Interview Team when the job opening was created.

To add more than one interview, select **Add Interviewer**.

Check the **Notify** box if you would like to send the interview details notification to the interview members.

If you wish to remove a name, click on the icon.



Job Title: Office Coordinator Job Code: 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

Submit Save for Later Cancel [Return to Previous Page](#)

▼ Cathy Carver-Parker

Applicant Name: Cathy Carver-Parker Applicant ID: 56325
Applicant Type: Employee Preferred Contact: Not Specified

▼ Interview 1

Interview Status: Confirmed
Interview Type: Interview Initiator: Cathy Carver-Parker

Applicant Appointment Status: Accepted Notify Applicant

Interview Details

Date: [] Time Zone: EST Start Time: [] End Time: []

▼ Interview Schedule Personalize | Find | First 1 of 1 Last

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify
001391	Carla Symonds					None	<input type="checkbox"/>

+ Add Interviewer Notify Interview Team

▼ Venue Information Personalize | Find | View All | First 1 of 1 Last

Venue	Email	Comments	Availability

None

Add/Maintain Venue Information

Location

[]

DO NOT use the Venue Information section.

Enter the address of the interview location in the **Location** field.


Example:
1515 Pope Avenue, Room 2219


You can add an agenda or important information regarding the interview by using the **Add Attachment** option.

PLEASE NOTE: This information will be sent to BOTH the candidate and the hiring committee members.

If you chose more than one interviewee's name, then you will follow this process down the page by selecting the arrow by each candidate's name to allow the appropriate drop-down options.




Select **Submit**.

 Favorites Main Menu > Recruiting > Find Job Openings

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Appointment Status	Notify	
001391	Carla Symonds					None	<input type="checkbox"/>	

[+ Add Interviewer](#) **Notify Interview Team**

Venue Information Personalize | Find | View All | First 1 of 1 Last

*Venue	Email	Appointment Status	Comments	Availability	
		None			


[Add/Maintain Venue Information](#)

Location

Preview/Edit Meeting Request

Interviewer Meeting Request Applicant Meeting Request

Letter

Letter: Date Printed: 

[Generate Letter](#) [Email Applicant](#) [Upload Letter](#) **Select**

Attachment

No Attachment have been added to this Interview.

[+ Add Attachment](#) [+ Load JO Attachment](#)

Notes

No notes have been added to this Interview.

[+ Add Note](#) [+ Load JO Notes](#)

Consolidated Interview Letter

[Add Interviewer](#)

Submit **Save for Later** **Cancel** [Return to Previous Page](#)

DOCUMENTATION TO USE AND NOT USE WITHIN THIS PANEL

The appropriate documentation to attach the Scheduling Interview Page:

You can attach:

- An agenda
- Directions/map to location

NOTE: If you select notify candidate and committee, then both can receive the attachments.

You should not attach:

- An interview evaluation (complete or not complete)
- Documents related to other candidates

We do not want to take a chance that the candidate could view this information. If you have other documents you need to send to the committee members, please use Outlook to provide this information.

Information which needs to be provided at the end of the search should follow the instructions which are under the “Evaluation” process.

Interview Guidelines

The Interviewer's Toolkit provides guidance on the following:

- Appropriate interview questions
- Equal Employment policies
- Tips for interview process
- Discussion points to avoid in the interview

Various interview classes can be scheduled through Talent Acquisition & Management and Workforce Development.

The Interviewer's Toolkit can be found [here](#).

PeopleSoft V9.1



Creating Interview Evaluations

If you are taking action on only one applicant, click on the **Take Action** dropdown menu with their name and select **Create Interview Evaluation**.

If you are taking action on multiple applicants, select the box beside their names and choose the **Group Action** of **Create Interview Evaluations**. Then select **Go**.

Find Job Opening
Job Opening

[Print Job Opening](#)

Posting Title: Office Coordinator Job Opening ID: 12234
Job Opening Status: 010-Open Job Type: Standard
Job Title: Office Coordinator Job Code: 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants [Screen Applicants](#) [Interview Schedule](#)

Manage Applicants

Display: All

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Former Employee	Last Updated	
<input type="checkbox"/>	[Redacted]	[Redacted]	Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>	[Redacted]	[Redacted]	Ext	050-Route				01/19/2017 3:10PM	
<input checked="" type="checkbox"/>	Cathy Carver-Parker	56325	Emp	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>	[Redacted]	[Redacted]	Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>	[Redacted]	[Redacted]	Ext	050-Route				01/19/2017 3:10PM	Select Action...
<input type="checkbox"/>	[Redacted]	[Redacted]	Ext	050-Route				01/19/2017 3:10PM	Select Action...
<input type="checkbox"/>	[Redacted]	[Redacted]	Ext	050-Route				01/19/2017 3:10PM	Select Action...

[Select All](#) [Deselect All](#) *Group Action: Select Group Action... [Go](#)

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Create Interview Evaluation**
- Forward Applicant
- Link Applicant to Job
- Manage Applicant Checklists
- Manage Interviews
- Pre-Employment Check
- Prepare For Hire--HR ONLY--
- Prepare Job Offer--HR ONLY--
- Print Application Details
- Reject Applicant
- Route Applicant
- Select Action...
- Send Correspondence
- Withdraw From Hire



NOTE: For staff positions, HR Talent Consultants may request comments for all interviews.

Manage Applicant: Cathy Carver-Parker

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

HIRING MANAGER: Must verify that this individual being selected wouldn't conflict with the Nepotism Policy.

[Return to Previous Page](#)

Enter the **Interview Date**

Enter the **Interview Type**

Cathy Carver-Parker

Applicant ID: 56325 Applicant Name: Cathy Carver-Parker
Job Opening ID: 12234 Posting Title: Office Coordinator

Interview Date: 01/20/2017 Interview Type:

Category	Interview Rating	Score	Comments
Communication Skills	<input type="text"/>	0	<input type="text"/>
Education/Training	<input type="text"/>	0	<input type="text"/>
Technical Skills	<input type="text"/>	0	<input type="text"/>
Work Experience	<input type="text"/>	0	<input type="text"/>
Leadership	<input type="text"/>	0	<input type="text"/>
Interest in Position & AU	<input type="text"/>	0	<input type="text"/>
Attentiveness	<input type="text"/>	0	<input type="text"/>
Decision Making	<input type="text"/>	0	<input type="text"/>
Initiative	<input type="text"/>	0	<input type="text"/>
Customer Service	<input type="text"/>	0	<input type="text"/>

Recommendation


Overall Rating:

Recommendation:

General Comments

Enter the **Interview Ratings and Comments**

Interview Ratings and Comments

 Favorites Main Menu > Recruiting > Find Job Openings

Manage Applicant: Cathy Carver-Parker

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.








HIRING MANAGER: Must verify that this individual being selected wouldn't conflict with the Nepotism Policy.


[Return to Previous Page](#)

Cathy Carver-Parker

Applicant ID: 56325 Applicant Name: Cathy Carver-Parker
Job Opening ID: 12234 Posting Title: Office Coordinator

Interview Date: 01/20/2017 Interview Type:

Category	Interview Rating	Score	Comments
Communication Skills	<div style="border: 1px solid red; padding: 2px;">1 - Exceeds Expectations 2 - Meets Expectations 3 - Below Expectations 4 - Not Applicable</div>	0	<div style="border: 1px solid red; padding: 2px;"></div>
Education/Training	<input type="text"/>	0	
Technical Skills	<input type="text"/>	0	
Work Experience	<input type="text"/>	0	
Leadership	<input type="text"/>	0	
Interest in Position & AU	<input type="text"/>	0	
Attentiveness	<input type="text"/>	0	





 Favorites Main Menu > Recruiting > Find Job Openings

Evaluation Rating Comments

Applicant Name: Cathy Carver-Parker
Category: Communication Skills
Comment:

Candidate was very articulate and demonstrated excellent communication skills.

Categories for Staff Interview Rating Template

Rate Applicant			
Category	Interview Rating	Score	Comments
Communication Skills	<input type="text" value=""/>	0	
Education/Training	<input type="text" value=""/>	0	
Technical Skills	<input type="text" value=""/>	0	
Work Experience	<input type="text" value=""/>	0	
Leadership	<input type="text" value=""/>	0	
Interest in Position & AU	<input type="text" value=""/>	0	
Attentiveness	<input type="text" value=""/>	0	
Decision Making	<input type="text" value=""/>	0	
Initiative	<input type="text" value=""/>	0	
Customer Service	<input type="text" value=""/>	0	

Categories for Faculty Interview Rating Template



Rate Applicant			
Category	Interview Rating	Score	Comments
Communication Skills	<input type="text" value=""/>	0	
Education/Training	<input type="text" value=""/>	0	
Technical Skills	<input type="text" value=""/>	0	
Work Experience	<input type="text" value=""/>	0	
Leadership	<input type="text" value=""/>	0	
Interest in Position & AU	<input type="text" value=""/>	0	
Enthusiasm/Attitude	<input type="text" value=""/>	0	
Interpersonal Skills	<input type="text" value=""/>	0	
Can Establish Research Funding	<input type="text" value=""/>	0	




















Choose the **Overall Rating** and **Recommendation** from the dropdown menu.

Enter **General Comments** regarding the recommendation.


Attest to the fact that the department is not in conflict with AU's nepotism policy by selecting the radio button.

Submit Evaluation.

Interview Date:  Interview Type: 

Rate Applicant			
Category	Interview Rating	Score	Comments
Communication Skills	1 - Exceeds Expectations 	3	
Education/Training	1 - Exceeds Expectations 	3	
Technical Skills	1 - Exceeds Expectations 	3	
Work Experience	1 - Exceeds Expectations 	3	
Leadership	1 - Exceeds Expectations 	3	
Interest in Position & AU	1 - Exceeds Expectations 	3	
Attentiveness	1 - Exceeds Expectations 	3	
Decision Making	1 - Exceeds Expectations 	3	
Initiative	1 - Exceeds Expectations 	3	
Customer Service	1 - Exceeds Expectations 	3	

Recommendation

Overall Rating: 

Recommendation:

General Comments:


- 005-Interview
- 020-Make Offer
- 100-Hold
- 110-Reject
- 120-Withdrawn

I attest that if our department determines we are to select/hire this individual, it will not conflict with Augusta University's nepotism policy.

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Choosing a **Recommendation** of "Reject" will prompt you to enter a **Reason** from the dropdown menu. There is more information in the **Making the Job Offer Steps** instructions.

Submit Evaluation.

 Favorites | Main Menu > Recruiting > Find Job Openings

Job Opening ID: 12234 Posting Title: Office Coordinator

Interview Date: 01/20/2017 Interview Type: Campus

Rate Applicant			
Category	Interview Rating	Score	Comments
Communication Skills	3 - Below Expectations	1	
Education/Training	3 - Below Expectations	1	
Technical Skills	3 - Below Expectations	1	
Work Experience	3 - Below Expectations	1	
Leadership	3 - Below Expectations	1	
Interest in Position & AU	3 - Below Expectations	1	
Attentiveness	3 - Below Expectations	1	
Decision Making	3 - Below Expectations	1	
Initiative	3 - Below Expectations	1	
Customer Service	3 - Below Expectations	1	

Recommendation

Overall Rating: 3 - Below Expectations

Recommendation: 110-Reject

Reason:
Another Qualified Cand Selected
Inadequate communication
Insufficient Education
Insufficient Experience
Insufficient Experience
Unable to contact applicant
Unable to meet requirements
Unacceptable dress-behavior

I attest that if our department determines we are to select/hire this individual, it will not conflict with Augusta University's nepotism policy.

Save **Submit Evaluation** Cancel [Return to Previous Page](#)

Select the **Recommendation** of “Make Offer” for your final candidate.

Your recruiter will receive a notification that you have selected your final candidate when you submit the evaluation. There is more information in the **Making the Job Offer Steps** instructions.

Recommendation	
Overall Rating:	1 - Exceeds Expectations
Recommendation:	020-Make Offer

General Comments

I attest that if our department determines we are to select/hire this individual, it will not conflict with Augusta University's nepotism policy.

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Points of Contact

- **System Access Inquiries:** Sharri Peck or Cathy Carver-Parker
- **Faculty Support Services:** Laurie Bush or Omar Forbes
- **Executive Recruitment:** Carolyn Burns, Sharon Wingard, or Sherena Hobbs
- **Staff Recruitment:** Dena Pickett, Jacob Usry, Toneshia Rickerson, or Veeta Perry