PeopleSoft 9.1

Creating Interview Schedule
Presidential Lecture Series
“Making a Merger Work”

Dr. Eugene Trani
President Emeritus
Virginia Commonwealth University

Tuesday, April 29, noon
Lee Auditorium

The Presidential Lecture Series is proud to host President Emeritus of Virginia Commonwealth University, Dr. Eugene Trani.

Dr. Karla K. Leeper, Vice President for Board and Executive Affairs and Chief Compliance Officer at Baylor University, has been named Chief of Staff at Georgia Regents University.

The early stages of the planning process for the next Quality Enhancement Plan are underway and they want to know how you would make GRU a better place.
PeopleFinder is on the home page of PAWS

Health System Applications
- Attendance Tracking
- Attending Finder
- CarpoolConnections
- CDM Reference
- CDM Request Form
- CERMe
- CIS Issue Log
- Citrix Portal Access
- Employment Opportunities
- EP3 (Employee Patient Parking)
- Faculty List Online
- GRMC Catering & Floor Stock Ordering and Terrace Cafe Menu
- GRMC Employee Self Service
- GRMC OnCall
- GRMC OnCall Manual
- GRMC Paging

University Applications
- Campus/USA Mobility Paging
- Crystal Reports
- Echo360 (faculty use only)
- GoVIEW (CERM_PNUR)
- GRU Alert
- Health eShop
- JagCard
- JagStore
- (submit course materials)
- one45
- PeopleSoft Financials
- PeopleSoft HRMS
- Pounce
- Pulse
- SoftServ
- Training/Orientation
- Verizon Wireless Paging
- Workforce Learn Online

Enterprise Applications
- Complete Annual Training & Compliance
- Cyber Anatomy
- Cyber Science 3D
- Desire2Learn
- Faculty List Online
- Greenblatt & Reese Libraries
- HIAPPA Disclosure Log
- Live Chat with IT Service Desk
- Outlook Web Access
- Room and Event Scheduling
- Security Authority (SA) Request for NetID
- Submit a request to ITS
- Who is MY SA?
- Workforce Learn Online

These links are for systems that are NO LONGER USED, but remain available for historical reference only.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.

User ID: [blank]
Password: [blank]

Select a Language:
- English
- Español
- Dansk
- Deutsch
- Français
- Français du Canada
- Italiano
- Magyar
- Nederlands
- Norsk
- Polski
- Português
- Suomi
- Svenska
- Čeština
- 日本語
- Русский
- 한국어
- 한국어
- 簡体中文
- العربية

GRU SoftServ Getting Started
Select **Manager Dashboard**

Click here to pull up the position information
You can add the interviews individually OR you can add multiple interviews at one time.
Click on the arrow by the first candidate’s name to expand the section.
Click on the arrow by **Interview 1** to expand the section
Select the appropriate *Interview Status* from the dropdown menu.
Select the appropriate **Interview Type** from the dropdown menu.
### 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.

<table>
<thead>
<tr>
<th>Posting Title</th>
<th>Office Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening Status</td>
<td>010-Open</td>
</tr>
<tr>
<td>Job Title</td>
<td>Office Specialist</td>
</tr>
<tr>
<td>Position Number</td>
<td>00000030 Office Specialist</td>
</tr>
<tr>
<td>Business Unit</td>
<td>12000 GRU Business Unit</td>
</tr>
</tbody>
</table>

**Print Job Opening**

**Job Opening ID:** 1000143  
**Job Type:** Standard  
**Job Code:** 510X03

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**Marsh-Mallo Bunny**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Marsh-Mallo Bunny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Type</td>
<td>External Applicant</td>
</tr>
<tr>
<td>Applicant ID</td>
<td>52404</td>
</tr>
<tr>
<td>Preferred Contact</td>
<td>Not Specified</td>
</tr>
</tbody>
</table>

**Interview 1**

<table>
<thead>
<tr>
<th>Interview Status</th>
<th>Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview Type</td>
<td>Interview</td>
</tr>
<tr>
<td>Initiator</td>
<td>Angelia Compton</td>
</tr>
</tbody>
</table>

**Applicant Appointment Status:**

- None
- Accepted
- Declined
- None
- Tentative

**Interview Details**

- Date: [ ]
- Time Zone: PST

**Interview Schedule**

[Personalize | Find | | First | 1 of 1 | Last]
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, interview committee members).
Enter *Interview Details*

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Marsh-Mallo Bunny</th>
<th>Applicant ID</th>
<th>52404</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Type</td>
<td>External Applicant</td>
<td>Preferred Contact</td>
<td>Not Specified</td>
</tr>
</tbody>
</table>

**Interview 1**

- Interview Status: Confirmed
- Interview Type: Interview
- Initiator: Angelia Compton

**Applicant Appointment Status:**
- Accepted

**Interview Details**

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Zone:</td>
</tr>
<tr>
<td>PST</td>
</tr>
</tbody>
</table>

**Interview Schedule**

- Start Time: __________
- End Time: __________
If you wish to remove a name, click on the garbage can icon.

The names of the individuals you entered as the Interview Team when you created the Job Opening will show up here.

If you need to add an individual, click on Add Interviewer.

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

If you wish to remove a name, click on the garbage can icon.
We will not be using the **Venue Information** section.

Type in the **Location information** here:

1515 Pope Avenue, Room 2219
You can add an agenda or important information regarding the interview here. **PLEASE NOTE:** This information will be sent to BOTH the candidate and the hiring committee members.
The appropriate documentation to attach to the Scheduling Interview Page:

**You can attach:** 1) an agenda 2) directions/map to the location
Remember, if you click notify candidate and committee, then both can receive the attachments.

**You should not attach:** 1) an evaluation (completed or not) or 2) documents related to other candidates

We don’t want to take the 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.
Click on the arrow next to the **next interviewee’s name** to expand this section and enter the interview details.
Interviewing Guidelines

The Interviewer’s Toolkit provides guidance on the following:

• Appropriate interview questions
• Equal Employment policies
• Tips for the 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
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Creating Interview Evaluations
If you are taking action on only one applicant, click on the ‘Take Action’ dropdown menu in line with their name and select the desired action.
To select more than one applicant, check the Select box next to their names.

Select ‘Create Interview Evaluations’ from the Group Action dropdown menu.
Enter the **Interview Date**

Enter the **Interview Ratings** and **Comments**

* HR Talent Partners for staff positions may request comments for all interviews.
Interview Ratings and Comments

Candidate was very articulate and demonstrated excellent communication skills.
## Categories for the Staff Template

<table>
<thead>
<tr>
<th>Category</th>
<th>Interview Rating</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Education/Training</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Technical Skills</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Work Experience</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Interest in Position &amp; GRU</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Attentiveness</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Decision Making</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
# Categories for the Faculty Template

<table>
<thead>
<tr>
<th>Category</th>
<th>Interview Rating</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Education/Training</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Technical Skills</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Work Experience</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Interest in Position &amp; GRU</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Enthusiasm/Attitude</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Can Establish Research Funding</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Choose the **Overall Rating** and **Recommendation** from the dropdown menu.

Enter **General Comments** regarding the recommendation.
Choosing a *Recommendation* of ‘Reject’ will prompt you to enter a *Reason* from the dropdown menu:
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 this evaluation.
Paper Evaluations & Reference Forms

Job Opening Status:
- Status: Open
- Type: Standard
- Code: 201X00

Job Title:
- Associate Professor

Position Number:
- 00000318

Business Unit:
- 12000

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

Job History

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Reason</th>
<th>Action Taken By</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2014</td>
<td>010-Open</td>
<td>New Authorization</td>
<td>Dena Pickett</td>
</tr>
<tr>
<td>02/02/2014</td>
<td>006 Pending Approval</td>
<td></td>
<td>Omar Forbes</td>
</tr>
</tbody>
</table>

Searches
- No searches are related to this Job Opening.

Recruitment / Search Related Notes
- No notes have been added to this Job Opening.

Reference Check Responses / Interview Evaluation Information
- No Attachment have been added to this Job Opening.
Points of Contact

• **System Access Inquiries:** Sharri Peck

• **Faculty Support Services:** Laurie Bush, Patricia Harris and Joni Thurmond

• **Executive Recruitment:** Carolyn Burns

• **Staff Recruitment:** Dena Pickett, Julie Menendez, Becky Herzberg, Jacob Usry, Veeta Perry, Anna Bone and Becky Burke
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Make Offer Status

(Final Recommendation) for the

Selected Candidate
Steps to ensure you are ready to “Finalize the Offer”

1. Discuss with the appropriate decision makers to ensure all information regarding the offer for the individual being considered is fully supported.

2. Ensure that your office has entered the interview schedules in the system.

3. Ensure that the evaluations have been completed on all candidates who interviewed in the system.

4. References should be completed before changing the status to “Make Offer”.
When pulling up your Job Opening, you would click on the **Activity & Attachments** tab to attach your references and, if applicable, hard copy interview evaluations.
1) You can use the drop box to put the person to: “Make Offer”, “Hold”, “Interview” (for additional interviews), “Reject” for the candidates you aren’t finding to be the selected candidate (and the reason).

2) Save this page.
**FINAL DECISION FOR THE MAKE OFFER STATUS:**

Pull up the position from the My Job Openings and click on the Job Opening Number.
Click on the **Disposition** status of **‘060-Intvw’** to proceed with the offer process for the candidate you have chosen for this position.
On the **Disposition Details** page, you will need to select “Make Offer”.

It is critical that you complete this step because it will **trigger the notification** to the HR Talent Consultant/HR Representative to proceed with the salary calculation (Staff Positions).
Finalizing the Offer

Choose ‘Recommended for Job Offer’ as the Reason for the Final Recommendation.
Next Steps to Finalize the Offer

• The HR staff will receive a notification that a candidate is in a “Make Offer” status:

• **For Staff Positions:** Your HR Talent Partner will contact you with a salary calculation (as we do currently) and will extend the offer to the candidate.
  
  • You will receive a notification via your Outlook email as well as from your HR Talent Partner when the candidate has accepted the offer.

• **For Faculty Positions:** Faculty Support Services will work with you to collect the appropriate documentation
Points of Contact

• **System Access Inquiries:** Sharri Peck

• **Faculty Support Services:** Laurie Bush, Patricia Harris, and Joni Thurmond

• **Executive Recruitment:** Carolyn Burns

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