

College of Arts and Sciences Classified Staff Recruitment Applicant Screening Tool Instructions

Part A: Complete basic information about the search.

Part B: List the names of interviewees in column "B", and possible interviewees in column "G". Leave unneeded lines blank. Do not delete them from this form.

Part C: Type department-specific evaluative criteria in the blue boxes. Leave unneeded boxes as they are. Do not delete them. Do not enter scores in them.

If additional blue boxes are needed:

- Click on column "I"
- Right click, select "insert"
- Click in cell "I20" and type department-specific evaluative criteria in the new box.

Applicant Names:

- Login to PeopleAdmin via Internet Explorer (this time saving tip ONLY works with Internet Explorer).
- In "Active" requisitions:
 - Click "Get Reports List" under requisition number
 - Select "Applicant Addresses"
 - Click "Generate Report"
 - Beginning with the name of the first applicant and ending with the email of the last applicant, select by highlighting all candidate information.
 - Hit "CTRL" "C"
- In "Applicant Screening Tool" document:
 - Move curser to cell A22
 - Hit "CTRL" "V"
 - Move curser to cell B22
 - Left click and hold
 - Scroll to cell F22 and scroll down through all applicants
 - Release left click
 - Hit delete

This should leave only the list of applicant names in column "A". Portions of the worksheet will now be shaded grey. This cannot be avoided, do not try to change it.

Scores:

- Enter each applicant scores for the department-specific evaluative criteria and the diversity statement.
- Format the cells in the "Total Score" column to total all the department-specific evaluative criteria and the diversity statement scores (see sample of "Total Score" in row 21).