TAM REFERENCE GUIDE
Performing Search Committee Tasks
TAM SERIES: GUIDE 4
ROLES: SEARCH CHAIR, SEARCH COMMITTEE MEMBERS, AND INTERESTED PARTY

OHRM Strategic Planning and Technology
Professional Learning and Development Management
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SEARCH COMMITTEE RESPONSIBILITIES

The Recruiter is responsible for inputting and posting the Job Opening in CUNYfirst. After the Job Opening’s Review/Closing date has passed and the Chief Diversity Officer has met with and charged the Search Committee, the Committee will get access to the Job Opening and the Applicant List. Once the Job Opening has been Filled/Closed, the Committee’s access to the Job Opening will be revoked.

In TAM, the Search Committee is listed as Interviewers in the Job Opening’s Hiring Team. The Search Committee Chair’s name will have a check mark indicating Search Chair.

The Search Committee Chair can assign his/her administrative responsibilities in TAM to another person who will be identified as the Interested Party.

Search Committee members will be able to do the following in Job Openings in which they are part of the Hiring Team:

- Access the Job Opening
- View Job Opening details and Job Posting
- View list of applicants
- Download resumes, cover letters, and other documents

Search Committee Chair or Interested Party will be able to do the following in Job Openings in which they are part of the Hiring Team:

- Access the Job Opening
- View Job Opening details and Job Vacancy Notice
- View list of applicants
- Download resumes, cover letters, and other documents
- Input and manage interview schedules in TAM
- Email interview schedule notifications and interview letters with attachments
- Input interview evaluation
JOB OPENING SCREEN

VIEW JOB POSTING AND JOB DETAILS

Use the Job Opening Details link to review the job data, including general job information, job qualifications, job posting and the hiring team.

1. OPEN THE FIND JOB OPENINGS PAGE

- From the CUNYfirst Menu navigate to: Self Service > Recruiting Activities > Browse Job Openings

2. FIND THE JOB OPENING USING THE DISPLAY FIELDS

- Click the down triangle for the first Display box and select the relationship Job Associated to me
- Keep the Status display box as Open
- Keep the Active Within Display box as Active within View All

Note: The Active Within option filters by the recent activity that occurred for the Job Openings. Other options for this field are: Last 2 weeks, Last 3 days, Last Month, Last Week, Last Year, Today, and Yesterday.

- Click the Refresh icon to display the list of Job Openings in which you are associated
3. **SELECT THE APPLICABLE JOB OPENING**

- Click applicable Job Opening by clicking on the **Job Opening Title** link in the **Open Job Openings** box

![Browse Job Openings](image)

4. **VIEW THE JOB VACANCY NOTICE**

- Select **Job Opening Details** link in the light blue menu bar
- Click **Job Postings** link
- Click the **Job Posting Title** in the **Job Postings** grid to read the Posting Information Page

![Job Posting Information](image)
• At the bottom of the Postings Information screen, click Preview button to read the Job Vacancy Notice (job posting) that the applicants viewed online when applying for the job.

<table>
<thead>
<tr>
<th>Job Vacancy Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title: Art Gallery Specialist (Art Center Specialist)</td>
</tr>
<tr>
<td>Job Id: 6966</td>
</tr>
<tr>
<td>Location: ABC College</td>
</tr>
<tr>
<td>Employment: Full-time</td>
</tr>
<tr>
<td>Return to Previous Page</td>
</tr>
</tbody>
</table>

• After reading the Job Vacancy Notice in preview, select Return to Previous Page link to return to the Posting Information page and then Cancel button to return to the Job Opening screen.

5. **VIEW THE JOB DETAILS**

• From the Job Opening screen, select Job Opening Details link in the light blue menu bar, if not already selected or greyed out.

• Click Edu & Exp link to view the highest level of education required and if there are minimum and maximum requirements for years of work experience.

• Click Accomplishments link to view required licenses, certificates and languages.

• Click Screening link to see any screening questions applicants were required to answer when completing the online application for the Job Opening (these questions were used by the recruiter to screen for qualified applicants).

• Click Hiring Team link to identify the Recruiters, Hiring Managers, Chief Diversity Officer, Campus Budget Officer, Search Committee (Interviewers), Search Chair, and any Interested Parties for the Job Opening.
DISPLAY A JOB OPENING AND VIEW THE APPLICANT LIST

Use the Browse Job Openings screen to find and view a list of job openings in which you are a member of the Search Committee.

1. OPEN THE FIND JOB OPENINGS PAGE
   - From the CUNYfirst Menu navigate to: Self Service > Recruiting Activities > Browse Job Openings

2. FIND THE JOB OPENING USING THE DISPLAY FIELDS
   - Click the down triangle for the first Display box and select the relationship Job Associated to me
   - Keep the Status display box as Open
   - Keep the Active Within Display box as Active within View All
   
   Note: The Active Within option filters by the recent activity that occurred for the Job Openings. Other options for this field are: Last 2 weeks, Last 3 days, Last Month, Last Week, Last Year, Today, and Yesterday.

   - Click the Refresh icon to display the list of Job Openings in which you are associated
3. **SELECT THE APPLICABLE JOB OPENING**
   - Click applicable Job Opening by clicking on the **Job Opening Title** link in the **Open Job Openings** box

![Browse Job Openings](image)

4. **VIEW THE JOB OPENING DETAILS AND LIST OF APPLICANTS**
   - View the Job Opening details at the top of the screen
   - Select **Manage Applicants** from the light blue header bar, if not already selected
   - Scroll down to the Manage Applicants grid and view the Applicant List
   - Click the down triangle for the **Display** box to list applicants with All dispositions or a selected disposition (i.e., selecting “Screen” will display only those applicant who passed the screening criteria)

*Note: You can put applicants in alphabetical order by Applicant Name, ID, Applicant Type, or Disposition by clicking on the column header*

![Job Opening Details](image)
MANAGE AND VIEW APPLICANTS

MANAGE THE APPLICANT LIST

Use the Manage Applicants grid on the Job Opening page to view the list of applicants who applied for the job.

1. **ACCESS THE JOB OPENING (IF NOT ALREADY DISPLAYED)**
   - Navigate to CUNYfirst Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and > the Job Opening

2. **VIEW AND MANAGE THE APPLICANT LIST**
   - Scroll down the Applicants grid to find the applicant or click the Find link in the applicant’s Navigation Bar to type and search for the applicant’s name
   - Use the Show Next and Show Previous triangles on the Navigation Bar to view additional pages and note the total number of applicants
   - Click the Download button on the Navigation Bar to download and save the Applicants List to Excel
   - Click the applicant’s name to display the applicant’s Manage Applicant page
   - Use the selection box to the left of an applicant’s name to select the applicant
   - View the first three columns for the Applicant’s Name, ID, and Type (Internal or External)
   - View the Disposition column which indicates the applicant’s recruitment status
   - View the Resume column which indicates if the applicant submitted his/her resume
   - Note the most recent time the application was submitted or updated
   - View the Take Action column which indicates the recruitment actions the Search Chair/Interested Party or Search Committee member can perform

*Note: The Search Committee Chairperson/Interested Party can perform the following actions: Create Interview Evaluations, Download Documents, and Manage Interviews. The Search Committee member can perform the following action: Download Documents.*

*Note: See next page for example.*
### Manage and View Applicants

#### Applicants Grid with List of Applicants and Selection Box

#### Column Headings

#### Navigation Bar, Find Link, Download Button and Show Previous/Next Icons

#### Take Action Options

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**Job Opening**

- **Posting Title:** Art Gallery Specialist (Art Center Specialist)
- **Job Opening Status:** 01 Open
- **Job Title:** Art Center-Museum Spec
- **Position Number:** 00152356
- **Business Unit:** ABC01 ABC College
- **Job Family:** THARTS Theatres Arts and Museums

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#### Manage Applicants

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>ID</th>
<th>Applicant Type</th>
<th>Requisition</th>
<th>Resume</th>
<th>Updated</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ada Gomez</td>
<td>543211</td>
<td>Ext</td>
<td>Applied</td>
<td>2/4/2013 4:38 PM</td>
<td>Select Action...</td>
<td></td>
</tr>
<tr>
<td>Adam Rose</td>
<td>543215</td>
<td>Ext</td>
<td>Applied</td>
<td>2/4/2013 2:03 PM</td>
<td>Select Action...</td>
<td></td>
</tr>
<tr>
<td>Barry Cortez</td>
<td>543220</td>
<td>Ext</td>
<td>Applied</td>
<td>2/8/2013 4:31 PM</td>
<td>Create Interview Evaluation, Download Documents, Manage Interviews, Select Action...</td>
<td></td>
</tr>
<tr>
<td>Carol Wright</td>
<td>543340</td>
<td>Ext</td>
<td>Applied</td>
<td>2/7/2013 2:34 PM</td>
<td>Select Action...</td>
<td></td>
</tr>
</tbody>
</table>
VIEW AND PRINT AN APPLICANT’S RESUME

Use the Applicant List to locate an applicant and view or print his/her resume. If you plan to save the applicant’s resume, create a resume folder on your computer before beginning the download process.

1. ACCESS THE JOB OPENING AND APPLICANT LIST, IF NOT ALREADY DISPLAYED
   • Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and > the Job Opening

2. VIEW AND PRINT RESUME
   • Scroll down the Applicants List to find the applicant or click the Find link in the Applicants header bar to type and search for the applicant’s name
   • Click on the applicant’s Resume icon in the Resume column
   • Click OK to open the document in Word
   Note: If the resume was not created in Microsoft Word, select Other and select the application from the Choose Helper Application window
   Note: Depending on your computer set up, you may need to accept firewall pop-up messages to display the resume
   • Notice the resume will display giving you the ability to save or print the document
   • After reviewing and/or printing the resume, close the window and return to the Job Opening Page
view an applicant’s resume and attachments

the applicant’s take action menu enables you to download the applicant’s resume and other attachments.

1. access the job opening and applicant list, if not already displayed
   - from the cunyfirst menu, navigate to and select: recruiting > browse job openings > jobs associated to me, open, view all and the specific job opening

2. view and print resume
   - scroll down the applicant list to find the applicant or click the find link in the applicants header bar to type and search for the applicant’s name
   - click the selection box for the applicant whose documents you want to review
   - select the down triangle for the applicant’s take action field
   - select download documents

3. print the resume and attachments
   - the document screen defaults to all attachments. leave this selected if you want to print all the attachments for the applicant or follow the two steps below to specify which attachments should be printed.
     - de-select all attachments
     - select resume, cover letter, and any other attachment you wish to print
   - notice the date range defaults to the dates the job opening has been opened
   - click ok
   
   note: see example on next page.
4. **UNZIP THE RESUME AND ATTACHMENTS**

*Note: The directions in steps 4, 5, and 6 are for campuses using WinZip. Depending on your campus’s technology, your zip screens may look and work differently. If your screen works differently, follow your screen and answer the questions to unzip the resumes (continue with step 7 after upnzipping the files).*

*Note: You may need to accept firewall pop-up messages to display the resume.*

- Select **Open with** WinZip, if not already selected
- Select **OK**
5. **Extract the Resume and Attachments**

   Note: The applicant’s resume and attachments will appear in the WinZip window in a file list. After extracting them, you can save them to a folder, an external drive, sharepoint, or DVD. If saving to a folder, it is a good idea to create a Resume folder before beginning the Extract.

   - Select **Actions** from the menu bar
   - Click **Select All**
   - Select **Extract** icon from the toolbar

![WinZip - Albenic_Walter_455011_Resumes_1612131414.zip](image)

6. **Select the Folder or Location to Save the Resume and Attachments**

   - Select the folder or location to which the files should be extracted
   - Select **Extract**
   - When the extract is complete, close the WinZip window

![Extract - C:Users\ivan\AppData\Local\Temp\Testing_Yara_3886684_0231313208.zip](image)

7. **Find and Display/Print the Resume and Attachments**

   - Click the Folder icon at the bottom of the screen on the Window’s Taskbar to find the folder or location in which you saved the documents
   - Note: If the Folder icon is not displayed on the Window’s Taskbar, click the Window’s **Start** Button and select **Documents** from the right side of the Window’s menu to find the folder and documents
   - Double-click the document to view and/or print each one

![Resume and Attachments](image)
PRINT A GROUP OF RESUMES, COVER LETTERS, AND ATTACHMENTS

Use the Group Actions menu in the Manage Applicants page to print resumes for a group of applicants. If you plan to save the applicants’ resumes, create a resume folder on your computer before beginning the download process.

1. **ACCESS THE JOB OPENING AND APPLICANT LIST (IF NOT ALREADY DISPLAYED)**
   - Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and > the Job Opening

2. **SELECT A GROUP OF DOCUMENTS**
   - Note: If the Job Opening has been screened, you will print and download the resumes and attachments with the disposition Screen. If the Job Opening has not been screened, you will print and download the resumes and attachments with the disposition Applied.
   - Select from the Display field, the disposition (i.e., select “Screen” to display on those applicants who passed the screening criteria)
   - Click the selection box for each applicant whose documents you want to review, or click the Select All link to print all the applicants’ resumes and other attachments/documents
   - Scroll down to the bottom of the Applicant List
   - Select the down triangle for the Group Action field
   - Select Download Documents
   - Click Go
3. **PRINT THE RESUMES AND ATTACHMENTS**
   - The Document screen defaults to All Attachments. Leave this selected if you want to print all the attachments for the applicant(s) or follow the two steps below to specify which attachments should be printed.
     - De-Select All Attachments
     - Select Resume, Cover Letter, and any other attachment you wish to print
   - Notice the Date Range defaults to the dates the Job Opening has been opened
   - Click OK

![Image of Document Screen]

4. **UNZIP THE RESUMES**

   *Note: The directions in steps 4, 5, and 6 are for campuses using WinZip. Depending on your campus's technology, your zip screens may look and work differently. Follow your screen and answer the questions to unzip the resumes (continue with step 7 after unzipping the files)*
   - Select **Open with WinZip**, if not already selected
   - Select **OK**

![Image of WinZip Unzip Screen]
5. **EXTRACT THE RESUMES**

   Note: the resumes will appear in the WinZip window in a file list. After extracting them, you can save them to a folder, an external drive, sharepoint, or DVD. If saving to a folder, it is a good idea to create a *Resume* folder before beginning the Extract.

- Select **Actions**, Select All from the menu bar
- Select **Extract** icon from the header row

![WinZip window with Extract option highlighted](image)

6. **SELECT THE FOLDER OR LOCATION TO SAVE THE RESUMES**

- Select the folder or location to which the files will be extracted
- Select **Extract**
- When the extract is complete, close the WinZip window

![WinZip window with Extract option highlighted](image)
7. **Find and Display/Print the Resumes**

- Click the Folder icon at the bottom of the screen on the Window’s Taskbar to find the folder or location in which you saved the documents.

*Note: If the Folder icon is not displayed on the Window’s Taskbar, click the Window’s Start Button and select Documents from the right side of the Window’s menu to find the folder and documents.*

- Double-click the document to view and/or print each one.

![Resume List]

*Note: Follow the next step if you have Acrobat Acrobat Pro 9 and would like to save all the resumes in one PDF file to easily read and distribute.*

8. **Merge All the Resume Files into One PDF (Optional)**

- Within Acrobat 9 Pro, select File > Combine > Merge Files into a Single PDF.
- At the top of the Combine Files box, click the down triangle for the Add Files field.
- Follow the directions below to select either the contents of a folder or individual documents.

  **To Add Folders**
  - Select Add Folders
  - Find and select the folder in which the resumes are saved, then click OK.

  **To Add Files**
  - Select Add Files
  - Find and select the folder in which the resumes are saved
  - Select the files (depress the Ctrl key and click each file to select multiple files)
  - Select Add Files button

- After adding the folder or files, the Drag and Drop Screen displays which enables you to reorder the files. Click a file and use the Move Up or Move Down icons to reorder the files.
- When finished arranging the files, click Combine Files.

*Note: the Combine Files will take a few minutes. When it is done, the file will display on the screen.*

- When the Combine Files is complete, select File > Save As > PDF.
- Select the folder to save the PDF, name it and click Save.
- Open the PDF and view the documents.

*Note: You can also email the PDF to members of the committee so they can easily view and print the resumes.*
VIEW APPLICANT’S APPLICATION AND CONTACT INFORMATION

The Manage Applicant – Applicant Data page provides a central location for reviewing applicant data and performing applicant-related tasks. Use this page to access and view the applicant’s completed online application, resume and contact information. You will only be able to see those applications for the Job Openings in which you are part of the Hiring Team.

1. **ACCESS THE JOB OPENING AND DISPLAY THE APPLICANT LIST (IF NOT ALREADY DISPLAYED)**
   - Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and > the Job Opening
   - Select Manage Applicants link in the light blue menu bar, if not already selected/greyed out

2. **VIEW APPLICANT’S APPLICATION**
   - Scroll down the Applicants Grid to find the applicant or click the Find link in the Applicant’s header bar to type and search for the Applicant’s name
   - Click the applicant’s name to display the Manage Applicant page
   - Click Applicant Data link in the light blue header bar
   - Notice the Applicants & Resumes link is automatically selected/greyed out
   - In the Applications grid below the View Application header, click View Application link
   - Scroll down to review the application details, e.g., Resume, Attachments, Preferences, Work Experience, Education, Licenses and Languages
   - If the Applicant submitted a resume, view the resume with the View Resume Attachment link
   - After viewing the application details, click Return to Previous Page
   - Continue with the next step to view Contact Information or to return to the Applicant List, click Applicant List link above the light blue header bar
3. **VIEW APPLICANT’S CONTACT INFORMATION**

- From the applicant’s Manage Applicant screen, click the Applicant Data link, if not already selected/greyed out.
- Click the Contact link.
- View the applicant’s name, address, email address, and phone number.
- To return to the Applicant List, click the Applicant List link above the light blue header bar.
VIEW YOUR INTERVIEW SCHEDULE FOR THE WEEK

Use the Interview Calendar page to view all of your scheduled interviews for a specified week. The default week is the current week.

1. ACCESS THE INTERVIEW CALENDAR
   - Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Interview Calendar
   - To change weeks, either enter a specific date in the Display Week of field or click the Previous Week or Next Week link

Note: To view the applicant’s resume or application, click the Applicant’s Name link (you will exit the Calendar and open the Manage Applicant page).
VIEW YOUR INTERVIEW SCHEDULE WITH APPLICANT

Use the applicant’s Manage Applicant – Applicant Activity screen to view the date, time and location of your interview schedule with a specific applicant. Members of the committee will get email notifications in Outlook from the Search Chair or Interested Party when an interview has been scheduled.

1. **ACCESS THE JOB OPENING AND DISPLAY THE APPLICANT LIST (IF NOT ALREADY DISPLAYED)**
   - Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and > the Job Opening
   - Scroll down the Applicants grid to find the applicant or click the Find link in the Applicant’s header bar to type and search for the applicant’s name

2. **VIEW YOUR INTERVIEW SCHEDULE WITH THE APPLICANT**
   *Note: You will only be able to see your interview schedule with the selected applicant. The Chairperson/Interested Party will create or manage interview schedules.*
   - Click the applicant’s name to display the Applicant’s Manage Applicant page
   - Click the Applicant Activity link, if not already selected or greyed out
   - Click the Interview Schedule/Evaluations link
   - If an appointment has been scheduled with you and the applicant, the interview will be listed in the Interview Schedule grid
   - Click the Comment icon located next to the Job Opening name to see if there is a note regarding the applicant and/or interview
   - To return to the Applicant List from the Interview Schedule, click the Applicant List link above the light blue menu bar
SEARCH COMMITTEE CHAIR AND INTERESTED PARTY

It is the Search Chair’s/Interested Party’s responsibility to schedule applicant interviews.

The Search Chair or Interested Party will input the interview schedules for the applicants and Search Committee members into CUNYfirst. CUNYfirst will send out notifications to the applicant and Committee members informing them of the interview details.

When an applicant is scheduled for an interview, his/her recruiting disposition (status) will change to Interview. This allows the Search Chair/Interested Party to easily manage the interview schedule and keep everyone informed throughout the process.

Often, the Search Chair will have contacted both the applicants and interviewers outside of CUNYfirst to discuss and schedule interviews. In these situations, the Search Chair is still responsible for inputting the schedules into CUNYfirst so that the information can be tracked and viewed. When doing so, the Interview Schedule Notification email serves as a confirmation.
SCHEDULE AN APPLICANT INTERVIEW AND SEND NOTIFICATION

1. **ACCESS THE JOB OPENING, (IF NOT ALREADY DISPLAYED)**
   - From the CUNYfirst menu, navigate to and select: Recruiting > Browse Job Openings > JobsAssociated to Me, Open, View All and ➔ > the Job Opening
   - Click the Manage Applicants link, if not already selected or greyed out
   - Find the applicant with whom you want to schedule an interview

2. **SELECT THE MANAGE INTERVIEW ACTION**
   - Select the down triangle for the applicant’s Take Action field
   - Select Manage Interviews
3. **VIEW OR EDIT THE LIST OF INTERVIEWS**

Note: The list of interviewers (Search Committee members) listed on the Job Opening’s Hiring Team will automatically populate the Interview ID and Name fields.

- To delete an interviewer from the list, click the **Delete** icon to the right of the Interviewer’s Name.
- To add an interviewer, click the **Add Interviewer** link at the bottom of the Interview Schedule and input the additional Interviewer’s ID.

![Interview Schedule Image]
4. **Input the Interview Details**

Note: The Interview Schedule Notification email can be sent to the Interviewers (Search Committee members) and the applicant. All the information inputted into the Interview Schedule fields will be listed in the Interview Schedule Notification email.

- Select **Notify Interview Team** to send an Interview Schedule Notification email to each interviewer (Search Committee member) when the interview schedule is saved and submitted.

- Select **Notify Applicant** to send an Interview Schedule Notification email to the applicant when the interview schedule is saved and submitted.

- Input the following into the Interview Schedule for each Interviewer:
  - Interview Date
  - Start and End Time
    - Note: CUNYfirst uses military time. If you are setting an interview up for 2:00 pm, it will be entered as 1400 in the Start Time field, or you could type 2:00 with the pm.
  - Time Zone (type the “e” and then click the magnifier icon to easily find the EST Time Zone)
  - Interviewer ID
    - Note: If the Interviewers were listed on the Job Opening’s Hiring Team, their IDs and Names will automatically populate. If the Interviewers are not listed, use the Magnifier to find and select the Interview’s ID and Name.
  - Interview Type (application reviews, in person, phone, presentation demonstration, video conferencing, or webcast)
  - Location (use up to 60 characters to include building, office, and room location)

- Click the **Comments** icon to access the Comments page and enter interviewer-specific comments.

- Click **Save**

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![Interview Schedule Image]
5. **SEND THE INTERVIEWERS AN INTERVIEW SCHEDULE NOTIFICATION EMAIL**

- After completing Step 4 and selecting **Notify Interview Team** and **Notify Applicant**, select **Save and Submit**.

Below is a sample of the email notification reminders sent to each Search Committee member:

**Interview Schedule for Adam Rose on 2013-03-10**

To: ACLaw@abc.cuny.edu  

You are scheduled to interview 243312 Adam Rose on 2013-02-04 from 10:00 AM to 11:00 AM for Job Opening 6960 for Art Gallery Specialist (Art Center Specialist). You should have already been contacted about this interview by the hiring manager or recruiter. This message is just to confirm the scheduled interview.

The location entered into Online Recruiting for this interview is the ABC Building, Room 202. If you are not sure of the address or exact location, please contact the person who scheduled the interview with you.

Below is a sample of the email notification reminders sent to the applicant:

**Interview Schedule for Job Opening 6960 Art Gallery Specialist (Art Center Specialist)**

To: aurose@gmail.com

You are scheduled to interview for job opening 6960 Art Gallery Specialist (Art Center Specialist), with the following schedule:

- **Interviewer:** Alan Loew  
  - **Date:** 2013-03-04  
  - **Start:** 10:00 AM  
  - **End:** 11:00 AM  
  - **Location:** ABC Building, Room 202

You should already have been contacted about this interview by the manager or recruiter who is filling the position. This message is just to confirm the scheduled interview. The "location" shown above is only a quick reference, not the full address -- if you are not sure of the address or exact location of the interview, or if you need directions to the location, please contact the person who scheduled the interview with you.
**SCHEDULE AN APPLICANT INTERVIEW AND SEND AN EMAIL WITH AN ATTACHED LETTER**

Rather than sending the Interview Schedule Notification, you can send an interview letter to the applicant. OHRM created several Interview Schedule letter templates that you can use to inform an applicant of his/her schedule and add campus-specific information. There are three steps to sending this type of interview letter: Generate, Upload and Email.

You can also upload/attach other documents to the applicant’s email, e.g., directions to the campus.

A Contact Notes, which appear on the Manage Applicant page, will be created when you generate the letter.

1. **ACCESS THE JOB OPENING AND APPLICANT LIST**
   - Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and > the Job Opening
   - Click the Manage Applicants link, if not already selected or greyed out
   - Find the applicant with whom you want to schedule an interview and send a letter
2. **SELECT MANAGE INTERVIEWS FROM THE TAKE ACTION MENU**
   - Select the down triangle for the applicant’s **Take Action** field.
   - Select **Manage Interviews**

![Manage Interviews Screenshot]

3. **VIEW OR EDIT THE LIST OF INTERVIEWS**

   *Note: The list of interviewers (Search Committee members) listed on the Job Opening’s Hiring Team will automatically populate the Interview ID and Name fields*

   - To delete an interviewer from the list, click the **Delete** icon to the right of the interviewer’s name.
   - To add an interviewer, click the **Add Interviewer** link at the bottom of the Interview Schedule and input the additional Interviewer’s ID.

![Interview Schedule Screenshot]
4. **INPUT THE INTERVIEW DETAILS**

- Select **Notify Interview Team** to send an Interview Schedule Notification email to each Interviewer (Search Committee Member) when the interview schedule is saved and submitted.

- Do not select **Notify Applicant** since the Interview letter will be sent to the applicant.

  *Note: If you select Notify Applicant and email a letter attachment, the applicant will receive the Interview Schedule Notification email and the Interview Schedule email with the letter attachment.*

- Input the following into the Interview Schedule:

  *Note: The information below will be listed on letter.*

  - Interview Date
  - Start and End Time
    *Note: CUNYfirst uses military time. If you are setting an interview up for 2:00 pm, it will be entered as 1400 in the Start Time field, or you could type 2:00 with the pm.*
  - Time Zone (type the “e” and then click the Magnifier to easily find the EST Time Zone)
  - Interviewer ID
    *Note: If the Interviewers were listed on the Job Opening’s Hiring Team, their IDs and Names will automatically populate. If the Interviewers are not listed, use the magnifier icon to find and select the Interviewer’s ID and Name.*
  - Interview Type (application reviews, in person, phone, presentation demonstration, video conferencing, or webcast)
  - Location (use up to 60 characters to include building, office, and room location)

- Click the **Comments** icon to access the Comments page and enter interviewer-specific comments.

- Input the schedule for each member of the Search Committee.

- Click **Save**
5. **GENERATE THE LETTER TEMPLATE**

*Note: Depending on your computer set up, you may need to accept firewall pop-up messages to display the document*

- Select the down triangle for the **Letter**: field and select the interview letter
- **Do not** populate the **Date Printed**: field as the system automatically populates this field after you manually generate the letter
- Select the **Generate Letter** link to generate an interview letter based on the selected template
  
  *Note: If the Generate link is greyed out, save the Save button.*

- Click OK to open the document in Microsoft Word

*Note: The system merges applicant data into the selected letter template and opens the resulting letter in Microsoft Word. If you do not need to make any modifications to the letter, you do not need to save a copy. Close the window and continue with the [Email Applicant](#) Link after generating the letter.*

- View a copy of the letter on the screen
- If you need to modify the letter, make the modifications, save the modified version to a folder on your computer (remember where you save the file because you will need to upload/attach it to the Interview Schedule email)
- Close the document window and browser window
Sample of Interview Schedule Letter 1

March 3, 2013

Adam Roe
123 Main Street
New York, NY 10014

Dear Adam,

An interview has been scheduled for you on the following date:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Interviewer</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 March 2013</td>
<td>9:00</td>
<td>Alan Lowe</td>
<td>ABC Building, Room 202</td>
</tr>
<tr>
<td>20 March 2013</td>
<td>10:00</td>
<td>Susan Wang</td>
<td>ABC Building, Room 202</td>
</tr>
<tr>
<td>20 March 2013</td>
<td>11:00</td>
<td>Anna Crawford</td>
<td>ABC Building, Room 202</td>
</tr>
<tr>
<td>30 March 2013</td>
<td>9:00</td>
<td>Donna Navy</td>
<td>ABC Building, Room 202</td>
</tr>
</tbody>
</table>

If you are unable to keep those appointments or if you have any questions, please contact me at (312) 555-3333. Thank you for taking time to interview with us. Careful consideration will be given to your experience and skills with regard to the position.

Thank you for considering CUNY as a prospective employer. We wish you success in your job search.

Sincerely,

Barbara Smith
Interview Coordinator

6. **UPLOAD THE LETTER**

- To attach the revised letter to the applicant’s email, click the **Upload Letter** link
- Select **Browse**
- Find and double-click the document
- Click the **Upload** button

7. **EMAIL THE LETTER**

- Click the **Email Applicant** link
- Notice the **Contact Method** is Email, an option that can be changed to Letter if you are planning to mail the letter rather than email
- Leave the **Letter** field blank when sending a generated Interview Schedule letter
- Notice the applicant’s name is in the **To:** field, the Search Committee Chair is in the **CC:** field, and the **Include Interested Parties** is selected
- Add any additional people to the **BCC** or **CC** list who need to be informed of the interview schedule
- Notice the person who is sending the email is listed in the **Sender Information** field
- Input a **Subject** for the email
- Keep the **Access** as **Public**

*Note: The Recruiter and Chief Diversity Officer for the Job Opening will be the only people who have access to the Job Opening – Contact Notes screen*

- Input a message to the applicant indicating the attachment
• Click in the selection box for the attachment filename in the **Attachments** section to attach the generated letter to the email

*Note: In addition to the letter, you may want to attach other documents, e.g., directions, instructions, forms, etc. Use the **Add Attachment** link and follow the Step 6 to choose and upload an additional attachment to the email.*

• Click **Preview** (the attachment will not appear in Preview)

• Select **Return** to exit Preview and return to the Send Correspondence screen

• Review the email to ensure the information is correct and attachments are selected

• Click **Send** button

• Click **Save and Submit** from the Interview Schedule screen

Sample of the email with the letter attachment sent to the applicant
8. **CONFIRM THE INTERVIEW SCHEDULE**

   After saving and submitting the interview schedule, the Manage Applicant screen appears where you can confirm the details listed on the job page

   - Click the **Interview Schedule/Evaluation** link to view and confirm the schedule
COMPLETE AN INTERVIEW EVALUATION

After interviewing an applicant, interviewers (Search Committee members) evaluate the applicant using a paper evaluation form. The Search Committee Chair will use all the evaluations to create a summary interview evaluation of the applicant in CUNYfirst. The evaluation includes fields for giving the applicant an overall rating and for recommending how to proceed in the recruiting process.

1. **ACCESS THE JOB OPENING AND APPLICANT LIST**
   - Navigate to CUNYfirst Main Menu and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and > the Job Opening
   - Click the Manage Applicants link, if not already selected or greyed out
   - Find the applicant’s name you want to evaluate

2. **SELECT THE CREATE INTERVIEW EVALUATION ACTION**
   - Select the Pull Down triangle for the Job Opening’s Select Action field
   - Select Create Interview Evaluation
3. **INPUT THE EVALUATION RATINGS**

- The Interview Evaluation screen displays. Check the applicant name and job opening to ensure you are evaluating the correct applicant
- The Interview Date and Interview Type fields display the date and interview type that were entered when the interview was scheduled
- Note the categories for the application
- Select the down triangle for the first category's interview rating
- Select a rating (Outstanding = 5, Very Good = 4, Acceptable = 3, Unsatisfactory = 1, N/A = 0)
- Notice the score will automatically populate by the interview rating selected
- Complete each category

4. **INPUT THE RECOMMENDATION**

- Click the down triangle for the Overall Rating and select a rating (Outstanding = 5, Very Good = 4, Acceptable = 3, Unsatisfactory = 1, N/A = 0)
- Click the down triangle for the Recommendation and select a recommendation and reason (Interview, Hold, Reject, Withdrawn) which provides feedback to the Recruiter
- Input comments in the General Comments based on your Overall Rating and Recommendations

- Click **Submit Evaluation**
5. **CONFIRM THE EVALUATION AND RECOMMENDATION**

After submitting the Evaluation, the Manage Applicant screen automatically displays with the Search Chair’s name, interview rating, recommendation and a link to view the application.

<table>
<thead>
<tr>
<th>Interviewer</th>
<th>Job</th>
<th>Interview Rating</th>
<th>Interview Type</th>
<th>Recommendation</th>
<th>Score</th>
<th>View Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Washington</td>
<td>Art Gallery Specialist (Art Center Specialist)</td>
<td>Outstanding</td>
<td>In Person</td>
<td>020 Make Offer</td>
<td>34,000</td>
<td>View Evaluation</td>
</tr>
</tbody>
</table>