Instructions for Hiring Managers:
Setting-up/Rating Applicants in
PeopleTracker & Applicant Rating System

1. To view applicant materials, log in to the eWeber Portal and click on PeopleTracker. Your search committee will need to view the position through the web URL http://jobs.weber.edu/hr

2. Once logged in, select "view" under the position you want to view

   ![View Postings](image1)

   To view the details of the position, click on the "View" link below the Job Title.
   You may change the sort order of the list by clicking on the arrow next to the column title.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Classification Type</th>
<th>Requisition Number</th>
<th>Apps in Process</th>
<th>Job Open Date</th>
<th>Department</th>
<th>Pending Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Demo II</td>
<td>Classified</td>
<td>3</td>
<td></td>
<td></td>
<td>Human Resources</td>
<td></td>
</tr>
</tbody>
</table>

3. From this screen you can view all materials submitted by the applicants. Please remember to only open one document at a time and then close it. The system will kick you out if you open more than one document at a time.

   ![View/Edit Posting - HR Demo II](image2)

4. In a separate Internet browser, log into your eWeber portal via http://www.weber.edu and select your staff/faculty tab.

   ![Staff](image3)
5. In the upper left hand corner of the screen, click on "content/layout (add a channel)". You can also choose the Applicant Rating System from the “HR Services Menu” channel.

6. Click on “Applicant Rating System” and then “Add channel”

7. This action will send you back to your Staff/Faculty tab. Locate the Applicant Rating System on the Staff/Faculty Tab and click on “Applicant rating System.”

8. The WSU Applicant Rating System will appear. At the top of the screen, select the job you want to set-up and rate.
Setting up the Position for Rating

9. First you will need to set-up the position you are going to rate. Click on “Setup Job” and then select “Committee” in the drop down box.

10. To add members to your search committee, you can search by name (Last Name, First Name or first name only or just last name only) or W number. Enter the name or W number first then select either “Name Search” or “W Number” from the drop down box.
11. Click on “select” next to the appropriate name

12. Next select committee member type. You have three options: Committee Member, Hiring Manager, or View Only. Committee members can rate candidates; Hiring Manager can rate candidates, eliminate candidates, set up the criteria in the rating system, run committee reports; and View Only members can only view criteria but can’t rate candidates. Once you have selected their type, click “Add” and continue adding committee members.

13. When you are finished adding committee members, click on the next button at the top of the screen or select “Min Req” from the drop down box.
14. This screen is for setting up the minimum requirements for the job posting. Minimum requirements are posted on the job posting on jobs.weber.edu. Enter the minimum requirements in the text box or select them from the drop down box and click “add.”

15. When you are finished adding minimum requirements, click on the next button at the top of the screen or select “Levels of Review” from the drop down box. On this screen you will select which levels you will complete. In Paper Screen you will review applicant materials so you can determine whom you will interview. 1st interview can be phone or in person and 2nd interview is an in-person interview. When you are finished selecting the levels of review, click on the next button at the top of the screen or select “Preferred Criteria” from the drop down box.
16. Preferred criteria are the criteria your committee will use to evaluate candidates. Enter your criteria in the text box and select which level of review this criteria will be used (paper screen, 1st interview, 2nd interview), enter the weight, and click "add." Generally, committees use a weight of 5 for low priority criteria, 10 for medium priority criteria, and 15 for high priority criteria. When you are finished adding the preferred criteria, click on the next button at the top of the screen or select "Preference(s)" from the drop down box.

17. On the preferences screen, search committees are allowed to add an additional 5% for diversity preference and 5% for internal preference. After you have completed the paper screen and before you select candidates for interviews, please call Human Resources (x6034) for a diversity report.
18. The report you receive from Human Resources looks like the image below. When you rate diversity point you will identify ethnic diversity in the “Hispanic” and “Race Category” columns. Gender is in the “Gender” column. If the candidate does NOT disclose gender or race, you can NOT give them diversity points.

![EEO Summary table](image)

19. When preference criteria have been entered, click on the “Job Maint” button at the top of the screen and select “Level Maint” from the drop down box.

![Job Maint screen](image)
20. On the left side of the screen, you will see the levels of review you selected in the “Levels of Review” screen. In order to review candidates the hiring manager will select the “Min Requirements” button. Setting the status to “Min Requirements” allows the hiring manager to review candidates and eliminate those who do not meet the minimum requirements for the position.

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21. Next to eliminate candidates, select “Eliminate” from the drop down box next to the “Job Maint” button. Next select “Min Requirements” and the applicant they need to eliminate.

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22. Next you will need to select the minimum requirement the candidate does not have and click eliminate.
23. In PeopleTracker, select “Change Status” in the Status column for the eliminated candidate.

![Image of PeopleTracker interface showing change of status](image)

24. On the next screen, select “Not Interview – Not Hire” in the “Status” column and “Did not meet minimum requirements” in the “Not Hire Reason” column. Click “Continue to Confirm Page” and then click “Save Status Changes.” Repeat this step for every candidate that is eliminated. **Eliminated candidates will no longer appear on the candidate list.**

![Image of Change Applicant Status interface](image)

25. When you are finished rating candidates for diversity, change the status to “Paper Screen” in the Applicant Rating System so the committee can begin to evaluate the candidates for the Paper Screen criteria.

![Image of Applicant Rating System interface showing status change](image)
26. To rate candidates, click the "Rate" button

Welcome Abby!
The Applicant Rating System is designed to assist you with the evaluation of preference points.

Note: If you are not able to rate, be sure the Hiring Manager has opened the candidate.
If you have questions, call Human Resources at extension 6034 or 6036.

27. Select an applicant in the drop down menu

Next you will rate the applicant using a 0 to 5 scale, 5 being the highest. If you are unable to be part of an interview or paper screening process, your scores can be averaged with the committee’s ratings by selecting the applicant and clicking the “No Rating” button next to the criteria.
29. Once you have rated the first applicant, click "Next" to move on to the other applicants. *Please note that ratings save automatically, there is not a “save” button.*

30. After you have rated all applicants, select the “Finished Rating All Applicants” button.
31. After the committee has met to review their paper screen scores and decides how many of the top-ranked candidates to bring in for interviews, change the rating status from paper screen to 1st interview. **Warning: Once the status is moved from “Paper Screen” to “1st Interview” it can NOT be moved back to paper screen for any reason.** After the committee completes the first round of interviews, they rate the candidates again.

32. After everyone has completed the ratings for the 1st interview, the search committee will meet again to discuss their top candidates to determine if a second interview is needed. After the second interviews are conducted, change the rating status to “2nd Interview” and the committee rates again.

33. When a hiring decision is made for the top-ranked candidate, create a paper PAR (and a recommendation for hire form if the position is for a faculty position), and submit both to the Human Resources office for administrative approvals.

*If you have any questions, please contact Human Resources at ext. 6034*