

# Reviewer Guide

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Welcome to the TBR Connector! We are excited to have this opportunity to introduce our new solution, provided by Cornerstone OnDemand (CSOD).

TBR employees will access the TBR Connector [via a link from the TBR website](#). Your User ID will be your email; however, your password is managed separately. If you forget your password, the system will generate an email so you can reset it.

## *Password Requirements:*

- Upper and lower case letters, alpha and numeric, at least 1 special character
- 8 – 20 characters in length
- Cannot use the same character 3 or more times consecutively

Search committee chairs will assess applicant qualifications through a series of steps or ‘statuses’, which are pre-defined in the Requisition Template. Interview guides, a series of pre-defined questions used for departmental interviews, can optionally be defined in advance and associated with a requisition for consistent interviewing.

For most positions, the steps (statuses) are as follows:

**In Review** – The applicant’s qualifications are under review by the hiring department to determine whether to schedule follow up – such as an interview.

**EEO Review** – EEO review of applicants.

**Interview** – The hiring department has selected the applicant for an interview (which can be by phone, in person, or via video conference).

**Recommend for Hire** – The applicant has or will receive an offer letter.

Human Resources staff manage remaining steps in the general Applicant Workflow, which are as follows:

**Background Check** – Human Resources staff will conduct a background check, as needed for the position. The hiring manager will receive an email notification of whether the applicant progresses or is disqualified.

**Closed** – Once the position has been filled, Human Resources staff will close the requisition. The system will generate an email notification to all applicants who were not selected.

**Hired** – Human Resources staff will change the status of external applicants to ‘Employee’, and update internal applicants to their new position.

Applicant ‘reviewer’ is a pre-defined role associated with each requisition. The hiring manager and search committee members will be assigned as reviewers.

The hiring manager and the search committee will have access to applicant applications and resumes.

The search committee chair will consolidate interview feedback and record interview results.

Offer letters will be generated from a standard, pre-defined template associated with the requisition.

All offers must be reviewed and approved by the hiring manager, Vice Chancellor of the department, Human Resources, Vice Chancellor for Business and Finance and the Chancellor.

## **Pre-Screening (HR)**

Human Resources staff will review and prescreen incoming applications based on minimum qualifications defined for the position. The search committee chair will be notified via email as soon as each applicant has passed the prescreening phase.

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Applications that have passed prescreening will display in the counts on the **Applicant Review** and **Job Detail** pages.

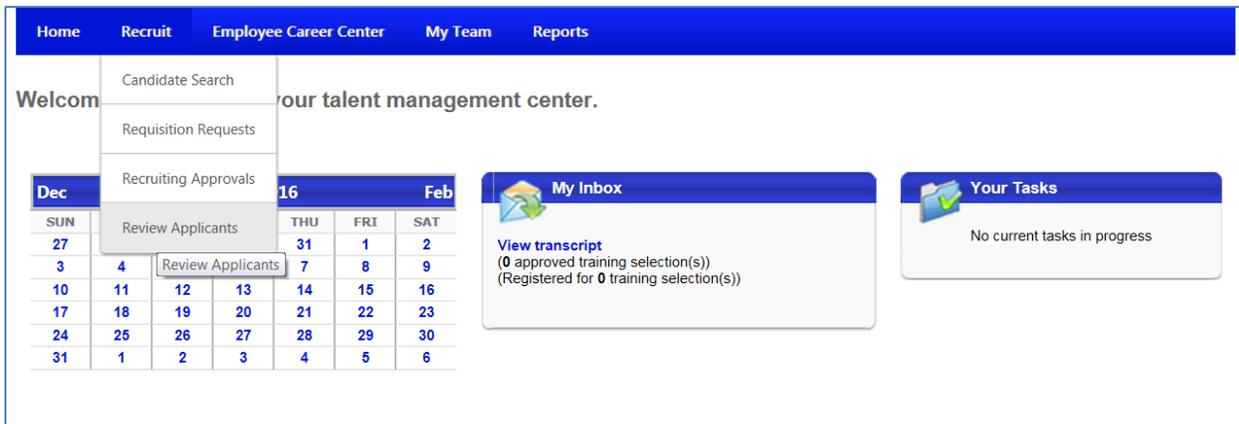
## Review Applicant Qualifications

When an applicant submits an application, the system creates an Applicant Profile. The Profile stores the application, attached documents, forms, email and additional information manually entered during the selection process (such as assessments and scores). The Profile also shows the status of the application, which indicates progression through the Applicant Selection process.

You can access the **Applicant Profile** via several menus and links in the Recruiting application.

## Review Applicants

From the **Welcome** page, select **Recruit > Review Applicants**. (Note: You can also access Applicants from the Hiring Dashboard).



You will see a summary of Open Positions for which you are a Reviewer (defined in the Requisition Template).

This position has received 1 application; all are currently in the initial review stage. Select the number in the Applicants column (i.e. '1').

Open Positions									
My Interviews (1)									
Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review	(1 Result)
●	Administrative Assistant III - copy (req102)		Holly Girgjes	11/20/2017	12/1/2017	1	1	1	

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## Job Details

The top section of the Job Details page shows the applicant selection process and how many applicants are in each stage ('status')

Each applicant is listed in the bottom section of the page, along with information regarding their application including: current status, date of last change, submission date, flags and match criteria.

### Administrative Assistant III - copy (req102)

Job Details

Show All Clear All Include Hired / Closed

In Review 0 Phone Screening 0 Interview 1 Panel Interview 0 Background Check 0 Recommend for ... 0 Not Selected 0

Search

1 Actions Show 20 Edit

Applicants	Status	Status Change Date	Interview	Panel Interview
 <b>Minnie Mouse</b> 615-555-1111 minnie@hotmail.com	Interview Since: 11/27/2017	about 1 hour ago	Not Scheduled	N/A

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## Applicant Profile Overview

From the **Job Details** page, select an applicant name to review the **Applicant Profile**

The screenshot displays an Applicant Profile page. At the top, there is a header section with a blue profile picture placeholder and contact information: Email (minnie@hotmail.com), Phone (615-555-1111), and Address. To the right, there are fields for Position (Not Defined), Organization (Not Defined), Type (External), Language Preference (English (US)), and Candidate Search (Data is not searchable for other positions). Below this is a section titled 'Applied for 1 Job(s)' containing a card for 'Administrative Assis...' with status 'Interview' and applied date '11/27/2017'. The main section is titled 'Administrative Assistant III - copy (req102)' and features a navigation bar with tabs for Summary, Statuses, Application, Documents, History, and Email. The 'Applicant Summary' section includes fields for Current Status (Interview), Resume/CV, Application (with a document icon), Source (TBR), Application Received (11/27/2017), Communication (Send Email From Template and Send Customizable Email), Application Flags (No Flags), Matching Criteria (0% with a progress bar and info icon), and Add to Requisition (Select Requisition). Below the summary are sections for 'Resume' and 'Application Custom Fields'.

- 1) The left section of the page displays all positions for which the applicant has applied. The 'Snapshot' hyperlink provides access to the submitted application, documents and custom fields.
- 2) The middle section shows applicant information for the current position.
- 3) Initially, the applicant is in 'In Review' status, pending review of his/her qualifications.

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4) Once you have reviewed applicant information (**Summary** page), mark your review as complete and press the 'Save' button.

Summary | **Statuses** | Application | Documents | History | Email

**New Submission** ▾

**In Review** ▲

In Progress

Add Reviewer +

Name	Request Sent	Reviewed
Holly Girgjes	11/29/2017	<input checked="" type="checkbox"/>