

# Tips to Viewing Candidates

## Viewing Resumes

To view resumes, on the navigation menu click on Advanced Search under Candidates Search:

**SilkRoad**

Hi, Hiring Manager Test Log Out My Account Help

Home

**Candidates Search**

Candidate Name

Advanced Search

**Jobs Search**

Job Title or Code

Advanced Search

**Review & Interview**

Track My Jobs

Interview Requests

Review Requests

Manage Requisitions

Shared Hiring Stages

### Track My Jobs

Job Title/Tracking Code	Assigned Recruiter	Review Requests (Completed)	Interview Requests (Completed)	Job Status	Post Date Days Old	Farthest Stage (Not Shared)	Workflow
<a href="#">testing 2</a> (66-136)	Recruiter Test	0 (0)	0 (0)	Normal - Int./Ext. Applicants	6/27/2019 1 days		External Staff
<a href="#">Sample</a> (65-136)	Recruiter Test	0 (0)	0 (0)	Normal - Int./Ext. Applicants	6/27/2019 1 days		External Staff
<a href="#">Test Job</a> (64-136)	Recruiter Test	0 (0)	0 (0)	Normal - Int./Ext. Applicants	6/26/2019 2 days		External Staff
<a href="#">Test Requisition</a> (63-136)	Recruiter Test	2 (1)	0 (0)	Normal - Int./Ext. Applicants	6/10/2019 18 days	Resume Review	External Staff

Type in the Job Posting Title or Tracking Code and click Apply to view the candidates for the specific posting:

Home

**Candidates Search**

Candidate Name

Advanced Search

**Jobs Search**

Job Title or Code

Advanced Search

**Review & Interview**

Track My Jobs

Interview Requests

Review Requests

Manage Requisitions

Shared Hiring Stages

Resumes [Most recent job search](#)

### Filters

Keywords

Candidate Name

Email

Primary Phone

Enter Date  -

Entered in the last  Days

Consent Date  -

Consented in the last  Days

Qualified

Country

State

Postal Code

Job Posting

Current Stage

Source

Disposition

Assignees

Recruiter

Recruiting Manager

Hiring Manager

Recruiting Team

Candidate Resume

Duplicated by

Sort By

Click on the candidates name to view their profile:

Candidate	Job Title	Current Stage	Enter Date
Jordan Yaremchuk	Test Requisition	Job Applicant	6/10/19

## Filtering by Source

To view the internal applicants first, you can filter by source:

Click on columns and select source under available columns:

The screenshot shows the 'Resumes' search results page. On the left is a navigation menu with options like 'Home', 'Candidates Search', 'Jobs Search', and 'Review & Interview'. The main content area has a search filter for 'Entered in the last: 90 Days' and 'Job Posting: Test Requisition (63-136)'. Below the filters is a table with 3 records found. A 'Columns' button is highlighted with a blue box in the top right corner of the table area.

Candidate	Job Title	Current Stage	Enter Date
Jordan Yaremchuk	Test Requisition	Job Applicant	6/10/19
	Test Requisition	Resume Review	6/10/19
Test	Test Requisition	Job Applicant	6/27/19

This is a 'Columns' configuration dialog. It has a title bar with 'Columns' and a close button. Below the title bar is a blue instruction box: 'Click on an available column to add it to your selected columns. Drag and drop selected columns to sort.' There are two columns: 'Available Columns' and 'Selected Columns'. The 'Available Columns' list includes Tracking Code, Last Modified, Evaluation, Fail Flag, Disposition, Qualified, Source, City, State, Country, and Recruiter. The 'Selected Columns' list includes Candidate, Job Title, Current Stage, and Enter Date. The 'Source' column in the 'Available Columns' list is highlighted with a blue box. A purple arrow points from this box to the 'Source' column in the 'Selected Columns' list in the adjacent dialog.

This is the 'Columns' configuration dialog after the 'Source' column has been added. The 'Available Columns' list now includes Recruiting Manager at the bottom. The 'Selected Columns' list now includes Candidate, Job Title, Current Stage, Enter Date, and Source. The 'Source' column in the 'Selected Columns' list is highlighted with a blue box.

To validate their employment status on an **INTERNAL** source at Ontario Tech University you would click onto the Candidate Name scroll to the **Summary** tab > Scroll below and see the responses made by the candidate. For Sessionals and on sources identified as **Internal** you would look at the **Evaluations** tab > Scroll to see the responses.

Summary Employee Resume / CV Attachments eForms Evaluations  
 Activity Status History

**Custom Fields**

**Are you currently a Full Time Continuing UOIT Employee?** Yes

**How long have you worked at UOIT as a Full Time Continuing Employee?** 1 year 2 months

CQE & Ranking Criteria	
Ranking Criteria Score (scale 0 to 5)	N/A
CQE Evaluation Score (weighted)	0.00
Failed CQE Question (at least 1)	Yes

- Recruiter Screening
  - Job Related (Applicant or Fee Agency)
- Please review Candidate's answers to the following question(s)
- Have you taught any course at UOIT within the past thirty-six (36) months?** Question Weight: 100  
 Answer: No Grade: 0
- Have you taught any course for UOIT in three (3) different sessions in the past thirty-six (36) months?** Question Weight: 100  
 Answer: No Grade: 0
- Close Section

Interview

Evaluation / Fail Flag
0.29 / Yes
0.57 / Yes
0.71 / No
0.57 / Yes

**Filtering by Evaluation/Fail Flag**

Through your resumes column you can filter by the **Evaluation/Fail Flag**. This column gives you a brief view of the score the candidate received answering ALL your Pre-Screen Questions and would indicate a "Yes" if they FAILED a pre-screen question you deemed important. You can filter the score and the fail flag by simply clicking on the title, this will either ascend the order or descend the order in which the candidates are presented to reflect the highest scored to the lowest or group all the YES failed or NO Fail Flags together.

## Evaluation

If you want more information with regards to the breakdown of these evaluation scores, click onto the Name of the Candidate you want to look at, scroll below to the Evaluation Tab and see the breakdown.

CQE & Ranking Criteria	
Ranking Criteria Score (scale 0 to 5)	N/A
CQE Evaluation Score (weighted)	0.00
Failed CQE Question (at least 1)	Yes

🔍 Recruiter Screening  
🔍 Job Related (Applicant or Fee Agency)  
Please review Candidate's answers to the following question(s)

<b>Have you taught any course at UOIT within the past thirty-six (36) months?</b> Answer: No	Question Weight: 100 <b>Grade: 0</b>
<b>Have you taught any course for UOIT in three (3) different sessions in the past thirty-six (36) months?</b> Answer: No	Question Weight: 100 Grade: 0

🔍 Interview

Close Section

If the *Grade* is highlighted **RED** then this indicates what question the candidate had **FAILED**.

## Viewing Resume/CV and Attachments

**Resume/CV:** The Resume/CV Tab is the Notepad version of the candidates Resume/CV which they system uses to read their profile and match to your description. It is not pretty to look at and is not the intended view your applicant's wants you to see. BUT it is not the ONLY view of their Resume/CV.

**Attachments:** Attachments shows you all the documents the applicant uploaded into the system, including their formatted Resume/CV.

Summary Employee **Resume / CV** Attachments eForms Evaluations  
Activity Status History

- Summary
- Resume / CV
- Attachments
- eForms
- Evaluations
- Activity Status
- History

Candidate Provided		
#	Filename	Last Updated
1.	 UOIT 121-136 - Resume.docx	4/15/2015
2.	 UOIT 121-136 - Application Letter.docx	4/15/2015

 Attach A File