

Tips to Viewing Candidates

Viewing Resumes

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

Home

Candidates Search

Candidate Name Go

Advanced Search

Jobs Search

Job Title or Code Go

Advanced Search

Review & Interview

Track My Jobs

Interview Requests

Review Requests

Manage Requisitions

Shared Hiring Stages

Hi, Hiring Manager Test

Log Out My Account Help

Track My Jobs

Open Jobs View Closed Jobs

Job Title/Tracking Code	Assigned Recruiter	Review Requests (Completed)	Interview Requests (Completed)	Job Status	Post Date Days Old	Farthest Stage (Not Shared)	Workflow
testing 2 (66-136)	Recruiter Test	0 (0)	0 (0)	Normal - Int./Ext. Applicants	6/27/2019 1 days		External Staff
Sample (65-136)	Recruiter Test	0 (0)	0 (0)	Normal - Int./Ext. Applicants	6/27/2019 1 days		External Staff
Test Job (64-136)	Recruiter Test	0 (0)	0 (0)	Normal - Int./Ext. Applicants	6/26/2019 2 days		External Staff
Test Requisition (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 Go

Advanced Search

Jobs Search

Job Title or Code Go

Advanced Search

Review & Interview

Track My Jobs

Interview Requests

Review Requests

Manage Requisitions

Shared Hiring Stages

Resumes

Most recent job sear

Filters

Keywords

Candidate Name

Email

Primary Phone

Enter Date -

Entered in the last 90 Days

Consent Date -

Consented in the last # Days

Qualified All

Country All

State All

Postal Code

Job Posting

1 / 30 Remove All

Test Requisition (63-136) x

Current Stage

Source

Disposition

Assignees

Recruiter

Recruiting Manager

Hiring Manager

Recruiting Team

Candidate Resume All

Duplicated by Email Primary Phone Candidate Name

Sort By Candidate Name Ascending

Apply Filters Clear Filters Hide Filters

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:

Home

Candidates Search

Candidate Name Go

Advanced Search

Jobs Search

Job Title or Code Go

Advanced Search

Review & Interview

Track My Jobs

Interview Requests

Review Requests

Manage Requisitions

Shared Hiring Stages

Resumes

Filters

Entered in the last: 90 Days; Job Posting: Test Requisition (63-136); Sort By: Candidate Name

Save Search As Edit Search

3 Records Found

Basic Searches Recent Searches My Searches

Columns

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

Columns

Click on an available column to add it to your selected columns. Drag and drop selected columns to sort.

Available Columns

1 Tracking Code

2 Last Modified

3 Evaluation

4 Fail Flag

5 Disposition

6 Qualified

7 Source

8 City

9 State

10 Country

11 Recruiter

Selected Columns

1 Candidate

2 Job Title

3 Current Stage

4 Enter Date

Close Apply

Columns

Click on an available column to add it to your selected columns. Drag and drop selected columns to sort.

Available Columns

1 Tracking Code

2 Last Modified

3 Evaluation

4 Fail Flag

5 Disposition

6 Qualified

7 City

8 State

9 Country

10 Recruiter

11 Recruiting Manager

Selected Columns

1 Candidate

2 Job Title

3 Current Stage

4 Enter Date

5 Source

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 N/A
(scale 0 to 5)

CQE Evaluation Score 0.00
(weighted)

Failed CQE Question Yes
(at least 1)

🔍 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)

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

[Close Section](#)

🔍 Interview

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