# The Rating Process

One of the responsibilities of an interview committee member is to rate each applicant you interview based on a criteria set by the hiring department. To do this, you need to sign into eRecruit and log your rating decisions.

This paper discusses how to record your ratings.

## Accessing *eRecruit* System



*fig. 1. Click on a recruitment number for a list of applicants.*

eRecruit is accessible online in *MyCSULB*. You can use any of the current, popular web browsers. When you sign-in to *MyCSULB*, the *eRecruit Homepage* appears under the My Menu tab.

If you normally have access to PeopleSoft, you can also reach the eRecruit Homepage via this path: *LB HR Custom Functionality > eRecruit > eRecruit Homepage.*

The recruitments in which you are currently involved are listed under *Your Recruitments.* Click on the recruitment number to see details about the job as well as a list of applicants.

## The Applicant List Page

This page is where the interview rating process begins. In it you can see some details about the job and a list of applicants. You can also see the position description and other related documents.



*fig. 2. The applicant list is where you begin the rating process. It contains basic de-tails of the position as well as all the applicants to be considered for an interview. Note: All the information shown above may not be available when you sign-in. Information access is based on individual security access. However, you will have everything you need to peform your duties as an Interview Committee Member.*

### The top portion of the Applicant List page.

♦ **Job Opening ID**: This number is a unique identifier and is automatically assigned once the recruitment is fully approved.

♦ **Posting Title:** This is how the job title appears to applicants. You should see the the the official *Working Title* as recorded in PeopleSoft's *Job Data.* (You might see the *Classification Title* if no Working Title is available.)

### Links that appear above the Applicant List

Five links appear above the Applicant List. The first two relate to the applicants.

Recruitment Attachment – All the documents attached to the original Recruitment Request (the original *eRFR*) can be found through this link.

Interview Rating Summary – Shows who in the interview committee has rated each candidate. It also shows the score each committee member gave a candidate, and averages the total (excluding those who have not submitted a rating). Use the navigation buttons to see each candidate being interviewed.

The last three links relate to navigating the list of recruitments. Previous | Next | Back to List – Flip through the available recruitments using the Previous and Next links. Use the Back to List link to return to the recruitment list.

At the top-left of the list use the links to see any applicants not showing. You will also see the total number of applicants in the list *(e.g. 1-5 of 40.)* Before the job posting period has ended, your actions are limited to viewing applications. After the posting closes, more actions become available.

### The bottom of the Applicant List.

♦ Recruitment Summary/Attachment This link goes to a summary of the recruitment that includes attachments.

♦ Job Posting Preview This link goes to a page with the specifics about the open position.



*fig. 3. When you click on the Recruitment Summary/Attachments you will be able to view the documents relevant to the overall recruitment. These include a position description, organization chart, interview questions, and testing materials (if applicable).*

## The Interview Sheet
### Everyone must give a rating

Each member of an interview team is required to rate the candidates based on a set of criteria. Every job opening has its own set of interview criteria. This criteria was established during the *eRFR* process.

### Getting There:

In the Applicant List page, find the Rate column at the end of an application.

*Only applications with the disposition* **Interview** *can be rated. By clicking on* Rate, *the* **Interview Rating** *Sheet page opens.*

## Rating the Applicants
### Rating the applicant



fig. 4. A sample rating sheet. Use the pop-down list to choose your rating from the 5-point scale. Notice that your rating is automatically translated into a score.

Your evaluation of the applicant is based on a criteria that was established before the job opening was posted. The average total of the interview committee's rating is taken into account when deciding who will be extended a job offer.

Each individual criterion has an assigned point value, or *weight*, and the total criteria always adds up to 100 points.

Prior to conducting an interview, review this page to be sure that you understand each criterion.

After meeting an applicant, log-on and record your rating of the applicant using the 5-point *Interview Rating* scale.

Notice how your rating is converted to a score and the scores are totaled a the bottom of the page.

Save will record your rating. Should you see a candidate again for another interview, you can update your rating as long as the applicant disposition remains in *Interview*.

### Interview Rating Summary

See how your fellow committee members have scored an applicant using the Interview Rating Summary link located in the *Applicant List* page *(fig. 5.)*.

## A Note About the Rating Process

This is not a linear process, and your initial rating is not "carved in stone." You can go back and change your rating of any applicant during the interview process. Once the inverview process has ended and an offer extended to a candidate, your most recent ratings will be recorded as perminent.

**INTERVIEW COMMITTEE ACCESS ONLY:**
**Only those designated via** *eRecruit* **as being on the interview committee can rate an applicant. If, on clicking on** Rate**, you instead you see a search page it means that you are not on the interview committee for this position.**



fig. 5. You can see how the other members of your interview team have rated an applicant.