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

Accessing eRecruit

To access eRecruit, log in to 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.

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 [Previous | Next] 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.
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

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 at the bottom of the page.

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 interview process has ended and an offer extended to a candidate, your most recent ratings will be recorded as permanent.

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.

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