Accessing Candidates to Screen and Interview

You will receive a system generated candidate email, like the one below, each time a new applicant is screened by HR and placed in your "My Interviews" section of TalentEd Recruit and Hire. By selecting the "Edit Interview" link in the email, you will be re-directed to the log-in page for TalentEd.

| Interview Pending with Julie Jones for Middle School Counselor Central Middle |
|---|
| This email contains up-to-date important details about your interview with Julie Jones. Please carefully review the information below. |
| Amy, |
| You have an interview waiting to be scheduled with Julie Jones for Middle School Counselor – Central Middle. |
| Edit Interview |
| Interview Summary Schedule Status: No Response Interview Date: TBD Location: TBD (to be determined) Location Phone: Interviewer: Amy Troyer |
| Application Summary Applicant: Julie Jones Posting Title: Middle School Counselor Central Middle Posting ID: E1516-033 Application Status: Pending Job Type: Certified |
| Kansas City Kansas Public Schools |

Once you've completed the log-in, select "Tools" and then "My Interviews"

| ≫ Recruit&Hire | | | | | | TOOLS |
|----------------|---|-----------------------------------|------------------------|---------------------|---------------|----------|
| | MY INTERVIEWS | Μ | IY INTERVIEW CALE | NDAR SUBSCRIPTION | MANAGE AVAILA | ABILITY |
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| | INVITED ACCEPTED DECL | | | | ARC | CHIVED |
| | Candidate Date Type | e Job | Internal | Invited V Expires | | |
| | Kara Stanley TBD | High School Teacher - Math 2016- | 2017 No | 07/20/2016 | ADD RESULT | EDIT |
| | Cynthia Baker TBD | Secretary - Attendance | No | 12/29/2015 | ADD RESULT | EDIT |
| | / | | 1 | | 1 | |
| / | 0 Selected <u>Select All</u> <u>Clear</u> | ſ | | | / | 1-2 of 2 |
| | | | | Bulk Actions | • | GO |
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Clicking on the name will allow you access to the application. Clicking on "Add Result" will redirect you to the page below.

For those applicants that you pre-screen by phone and/or interview for your position, the screen below must be completed. Additionally, all paper records regarding interviews for the position need to be maintained for a period of three years at the site.

| INTERVIEW DETAILS | | |
|---------------------|--------------------------------------|---|
| | | Quick Links |
| Interviewer* | Cynthia Fulks | Mew Application (Submitted:07/20/2 |
| Candidate* | Kara Stanley | <u>Mew Current Profile (Updated:07/14</u> |
| Job Posting* | High School Teacher - Math 2016-2017 | |
| Interview Location* | TBD (to be determined) | |
| Date | | |
| Begin | | |
| End | | |
| Schedule Status | No Response | |
| Results Count | 0 Results | |
| INTERVIEW RESULTS | | |
| Your Rating | | |
| Your Recommendation | | |
| Your Comments to HR | | |
| | | |
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FINAL STEPS - RECOMMENDING A CANDIDATE FOR HIRE

Once a final candidate has been selected, you will need to forward their information to the appropriate Human Resources Advisor to process. To allow Advisors to quickly move on your recommendation without having to circle back to you to confirm essential information, we would like to streamline this process for everyone involved by noting what information is required. To make a recommendation for hire, please forward the original system generated candidate email referenced on page 1 and include the following details:

- 1. Email Subject = Replace the entire forwarded subject with only the words "Please Hire"
- 2. **Email Body =** Please confirm the following:

CLASSIFIED: position and location, if not detailed in the original posting, who the candidate would be replacing* and any special notes that would be helpful to the Advisor when making the offer. (*This information will be required before an offer can be extended. For new allocations, simply indicate as such.)

CERTIFIED: position grade level or core content area if not detailed in the original posting, who the candidate would be replacing* and any special notes (such as extra days, stipend, schedule, etc.) that would be helpful to the Advisor when making the offer. (*This information will be required before an offer can be extended. For new allocations, simply indicate as such.)