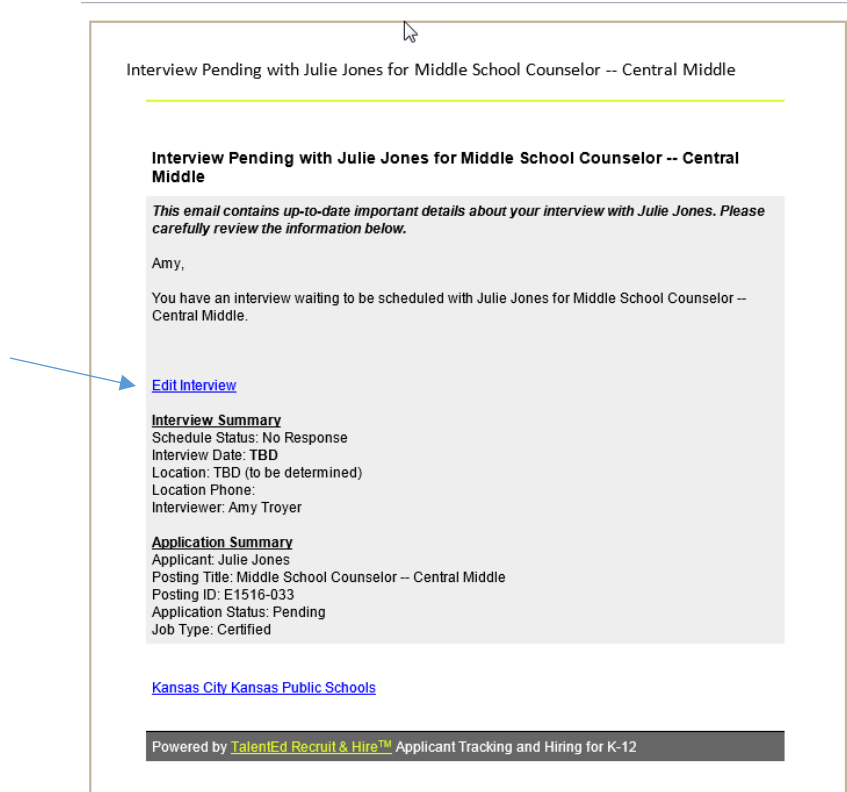
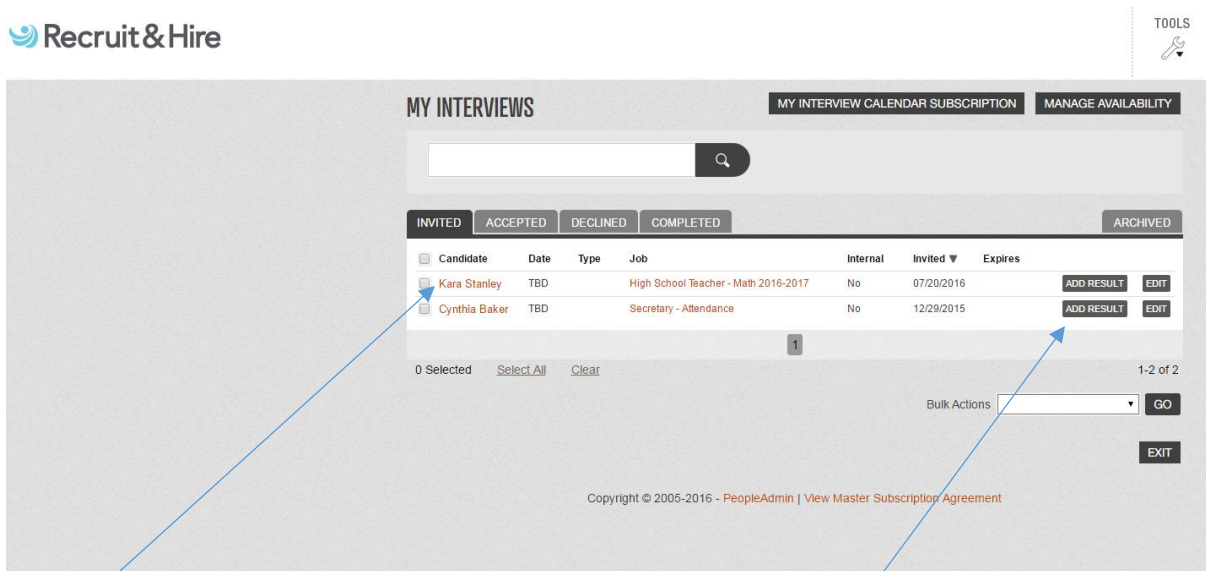


Accessing Candidates to Screen and Interview

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.



Once you’ve completed the log-in, select “Tools” and then “My Interviews”



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.

The screenshot shows a web form titled "INTERVIEW RESULT". It is divided into two main sections: "INTERVIEW DETAILS" and "INTERVIEW RESULTS".

INTERVIEW DETAILS

Interviewer*	Cynthia Fulks
Candidate*	Kara Stanley
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

Quick Links

- [View Application \(Submitted:07/20/2016\)](#)
- [View Current Profile \(Updated:07/14/2016\)](#)

INTERVIEW RESULTS

Your Rating

Your Recommendation

Your Comments to HR

CANCEL **SAVE**

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.)