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### Overview

This job aid goes through the steps for running a Resume Screen, including how to route information to raters and how to enter scores on a rater's behalf. For information about how to set up a resume screening, see the **How to Create a Resume Screen** section of the <u>Screening Levels Job Aid</u>.

### Running the Resume Screen & Routing Resumes to Raters

**Prior to routing a resume**, you must set up the resume screening level and enter your Maximum and Passing Points. The values entered here drive the values available for selection by the rater.

**IMPORTANT:** Do not change your rating scale after you route materials to the raters. Once the rater accesses the materials, even if you change the rating scale on the job opening, it will NOT change for the raters.

Screening Criteria Job Opening ID 1449 Job Posting Title MEAT SAFETY INSPECTOR-ENTRY Job Code 70401 (MEAT SAFETY INSPECTOR-ENTRY) Position Number 023193 (MEAT SAFETY INSPECTOR-ENTRY) Screening Option Description ⑦							
Name	Resume Screen		Screening ID 2003				
Pass Status	030 Screen	~					
Pass Reason	Passed Resume Screen	~					
Fail Status	110 Reject	~					
Fail Reason	Lacks Required Credentials	~					
Scoring Definition (2)							
Maximum Points Passing Point	9 4.0						

Once you have closed your recruitment (or are using a continuous recruitment and want to create or update your register), you can administer the resume screen.

**Note:** If there were screening levels before the Resume Screening (Online and/or Manual Screening), all screening must be complete prior to running the Resume Screening.

#### Running the Resume Screen

- 1. Go to the **Applicants tab** within the Job Opening.
- 2. If the Resume Screen is the only screening level, go to the **Applied** section of the **Applicants tab** for a list of all applicants available for routing.
  - a. If any applicants have withdrawn their application (or you withdrew the application), the applicant will display in the **All** section of the **Applicants tab**, but not the **Applied** section.

Applicants	Applic	ant Search	Applicant Scre	eening	Register	Activi	ity & Attachments	Details
All (8)		Appli (7)	ied		Reviewed (0)		Screen (0)	
Applicants ⑦								
Select	Applica	ant Name≜	Applicant ID	Ту	De	Disposi	tion≜	Applica
	Buffy S	ummers	1013	Ex	ternal	Applied		۵
	Captain	i Sisko	1014	Ex	ternal	Applied		I
	Dean W	/inchester	1008	Ex	ternal	Applied		ľ

- b. If there was an Online Screening on the job opening, the applicants who passed the Online Screening will be on the **Screen** page instead of the **Applied** page.
- 3. Go to the Applicant Screening Tab

# **Running a Resume Screen**

Applicants	Applicant Search	Applicant Screening	Register	Activity & Attachments	Details

#### 4. Select **Resume Screen** from the drop down in the field next to Run and click **Go**.

Position Number 003179 (PUBLICATIONS E	DITOR)
Applicants Applicant Search Applicant Screening	Register Activity & Attachments Details
Screening Levels Run Select  Go	Process Monitor 🔹
Job Opening ID 1126	Simple Cert Test - Publications Editor

5. Click on Process Monitor to review the status of the request (Process Monitor will open in a new tab).

Applicants Applicant Search	Applicant Screening	Register Activity & A
Screening Levels		
Run Resume Screen 🗸	Go	Process Monitor
Job Openina / Jobs		

6. Go to the Process Monitor tab and when the **Run Status = Success and the Distribution Status = Posted**, the process is complete.

Process List       Implied							€ € 1-1	1 of 1 🗸 🕨 🕨	View All
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	2950739		Application Engine	HRS_JO_SCR	(hereas)	02/03/2021 8:50:14AM CST	Success	Posted	Details

7. Go back to the **Applicant Screening Tab** and click the **refresh button** next to Process Monitor. You will now see a **Screening Results link** next to Screening Levels.

Position Number 014592 (Management Information Manager)							
Applicants	Applicant Search	Applicant Screening	Register Activity & Attachments Detail	ls			
Screening Levels	Screening Results						
Run Select	~	Go	Process Monitor				
Job Opening / J	lobs						

#### 8. Click on the Screening Results link.

Why am I running the resume screening now versus routing applicants from the Applicants Tab? If you route the applicants from the Applicants tab without running the Resume Screening, there is no way for you to review rater scores and/or enter scores on the rater's behalf. You must run the Resume Screening prior to having access to that information.

#### **Routing Resumes to Raters**

Routing is the mechanism in TAM that allows raters the ability to review and evaluate candidate materials (e.g., resume and letter of qualifications), as well as enter scores through the system. Raters must have an active IAM in order for resumes to be routed to them.

#### Raters who don't have an active IAM

Some assessment raters, such as retirees or subject matter experts outside of state service, will not have an active IAM. If the rater doesn't have an active IAM, the best practice is to enter them into PeopleSoft as a person of interest (POI). The HCM User Guide contains <u>instructions for adding a POI</u>. Alternatively, you can <u>enter ALL scores on the rater's behalf</u>.

 To route the resumes for screening, go to the Applicants section of the Screening Results page and either Select All or check the boxes next to the individual applicants and click the Route button.

	Applicants	Applicant Sear	ch Applica	nt Screening	Register	Activity & Attach	ments Details	
S	creening Levels	Screening Res	sults					
Ru	n Select	~		Bo	Pr	ocess Monitor 🛭 🧔		
	A	pply Results						
S	creening Leve	els 🕐						
[	<b>E</b> 7							
	Select	Job Code	Job Code Na	me	Primary Job	Screening Leve	el	Last Run I
	۲	09210	BUDGET POL ANALYST DIV	LICY /-ADV	2	1-Resume Scree	en	12/03/21 4:17PM
	pplicants ⑦							
	<b>■</b> Q							
	Select	Civil Service Score	Points	Applicant Name		Applicant ID	Disposition	Screening
		0.000	0.0	Alyson		6385	010 Applied	
		0.000	0.0	Valenti		6630	010 Applied	
		0.000	0.0	Tad Ot		17441	010 Applied	
		0.000	0.0	Jeffrey		21851	010 Applied	
		0.000	0.0	Jenny 🐂 👘		31492	010 Applied	
		0.000	0.0	Craig \		32287	010 Applied	
		0.000	0.0	Noel V		32407	010 Applied	
		0.000	0.0	Jack G		39125	010 Applied	
9	Select All Select Failed	Desele	ct All	Route		Merge	Reject	

## **Running a Resume Screen**

10. You will see the applicants that will be routed on the top of the page. If any should not be routed, delete them by clicking the trash can icon.

Route Applicant	Route Applicant           Submit							
Applicants to Route								
Applicant ID	Name	Job Opening						
6385	Alys	Budget & Policy Analyst Division - Advanced	0					
6630	Vale	Budget & Policy Analyst Division - Advanced	Û					
17441	Tad	Budget & Policy Analyst Division - Advanced	0					
21851	Jeffr	Budget & Policy Analyst Division - Advanced	Û					
31492	Jenr	Budget & Policy Analyst Division - Advanced	î					

#### 11. Under Routing Details

- a. Routing Status = 010 Route
- b. Reason = Expert Review Requested

Routing Details ②					
*Routing Status	010 Route	~	Reason	Expert Review Requested	~
Recipients (?)					

- 12. Enter the raters in the **Routing Details Recipients** section of the page.
  - a. Under Recipients, enter the first and last name of the person of who will be rating the materials. Click the **Tab** key. If nothing happens, the system found and validated the person entered.

Routing Details ⑦						
*Routing Status 010 F	oute	✓ Reason Expert Rev	ew Requested			
Recipients ⑦	Recipients ①					
*Routing Date	*Name		Assignment	Response Due Date		
04/26/2021	Nicole Zimm	۵		<b></b>	î	
Add Recipient Ad		Add Hiring Team				

b. If you click the Tab key and the name does not match an employee, the following message will appear. Click Ok and then use the magnifying glass to search for the rater by name or Empl ID (or you can just use the magnifying glass at the start).

wisc.jo	bs
Running a Resume Sci	reen
Invalid value press the prompt button or hyperlink for a list of valid values (15,11) The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.	

c. BU and Department will display as search criteria and in the search results in case there are multiple people with the same name.

	Look Up Re	cipient	×	
Empl	ID begins with w		Help	-
Emp				
Nar	ne begins with 🗸			1
Business U	nit begins with 🗸		۹	
Departme	ent begins with 🗸		Q	
Search Search Resu Only the first	Clear Cancel Its 300 results can be display	Basic Lookup ed.		
View 100	₫ - ₫	1-300 of 300	▶ ▶	
Empl ID	Name	Business Unit	Department	
1000	Anthor	50500	505Y400000	
1000	Cindy	41000	4103123000	

d. Enter a **Response Due Date** (if you enter the date on the first rater, the date will automatically fill in for subsequent raters). This information will appear in the email to the rater.

Routing Details ⑦						
*Routing Status 010 Route		✓ Reason	Expert Revie	w Requested 🗸 🗸		
Recipients ⑦						
*Routing Date	*Name			Assignment	Response Due	Date
04/26/2021	Nicole Zimm		Q	Originator	04/28/2021	
Add Recipient		Add Hiring Team				

e. Click Add Recipient and follow previous steps to add more raters.

Recipients ⑦							
*Routing Date	*1	Name	Δ	Assignment	Response Due Date		
04/26/2021	1	Nicole	Q	Originator	04/28/2021	Ē	Î
04/26/2021		Shari	۹,	Approver/Reviewer	04/28/2021		Î
04/26/2021	Ē	Brian	۹		04/28/2021	<b></b>	Û
	Add Recipient	Add Hiring Team					

### **Running a Resume Screen**

- 13. Go to the **Notification** section. Under **Notification**, the **Consolidate all applicants in one email** is checked and **Notify me when a Recipient responds** is unchecked.
  - a. When **Consolidate all applicants in one email** is checked, all applicant names (and any materials you decide to attach to the email to the rater) will be combined into one email to the rater.
    - i. If you uncheck this box, the rater will receive a separate notification email for each routed applicant.
  - b. When **Notify me when a Recipient responds** is checked, the recruiter will receive an email every time a rater scores an applicant. If you want to receive a notification for every completed rating, you will need to check this box.
  - c. Check and/or uncheck the boxes based on your preferences.

Notification ③     Comment	8		<u>5</u> 5
	Consolidate all applicants in one email		
	Include Attachments	Preview Notification	]
□ Notify me when a R	ecipient responds	х.	,

#### 14. Click Include Attachments

▼ Notification ⑦			
Comments			
Г	Consolidate all applicants in one email		
	Include Attachments	Preview Notification	
Notify me when a Rec	cipient responds		

- a. Resume and Letter of Qualification are checked by default and will be available to the raters for review.
- b. Check or uncheck any attachments that you want visible to the raters on the page where the raters will enter their scores.

	Include Attachments	
		Help
Attachments	0	
Select	Attachment Type	
	Resume	
	References	
	Transcripts	
	Letter of Qualifications	
	OIF	
	License/Certification	
	DD214	
	VA Disability Rating	
	At-Risk/Layoff Letter	
	Other	
Send via Ema	ail	
ОК	Cancel	

- i. If Resume and/or Letter of Qualifications was optional for your job opening and not all applicants attached the documents, if you keep these boxes checked, the rater will receive whatever the applicant attached.
- c. The attachments will NOT automatically be attached to the email sent to the rater. If you want to include the documents in the email to the rater, check the box next to **Send via Email**.
  - i. **Reminder** The raters will have access to these documents on the Routing Response page in Employee Self Service, so you do not have to send them via email as well.
- d. Click **OK** when done.
- 15. Enter any **Comments** you want to include in the email to the raters. You cannot add attachments at this time (we are working on it), but you can include links.

Γ	▼ Notification ⑦				
	Comments	The rating panel will meet on 4/26 to review benchm	arks and go over the timeline.		I
		Consolidate all applicants in one email		//	l.
L		Include Attachments	Preview Notification		

16. Click on **Preview Notification** to see what the email will say to the router.

	wise	c. <b>jo</b> l	bs
Running a	Resur	ne Scre	een

Comments	The rating panel will meet on 4/26 to review benchmarks	s and go over the timeline.	
	Consolidate all applicants in one email		
	Include Attachmente	Preview Notification	

- 17. You will be able to validate the recipients, update the email subject line, review the message, and review the attachments (if you decided to include the attachments in the email to the router).
  - a. You cannot update the body of the message only the subject line.
  - b. Click **OK** when the review is complete.

ipient(s)	
То	Nicole 2
sage	
*Subject	Applicants that need your review
wessage	Dear Nicole You have been asked to review the following applicants as potential candidates for the respective job openings. Alson JOID: 3351- Budget & Policy Analyst Division - Advanced Tac JOID: 3351- Budget & Policy Analyst Division - Advanced Jam JOID: 3351- Budget & Policy Analyst Division - Advanced Jam JOID: 3351- Budget & Policy Analyst Division - Advanced Jam JOID: 3351- Budget & Policy Analyst Division - Advanced Jam JOID: 3351- Budget & Policy Analyst Division - Advanced Jam JOID: 3351- Budget & Policy Analyst Division - Advanced Jam JOID: 3351- Budget & Policy Analyst Division - Advanced JoiD: 3351- Budget & Policy Analyst Division - Advanced JoiD: 3351- Budget & Policy Analyst Division - Advanced JOID: 3351- Budget & Policy Analyst Division - Advanced JOID: 3351- Budget & Policy Analyst Division - Advanced JoiD: 3351- Budget & Policy Analyst Division - Advanced JoiD: 3351- Budget & Policy Analyst Division - Advanced JoiD: 3351- Budget & Policy Analyst Division - Advanced JoiD: 3351- Budget & Policy Analyst Division - Advanced Regards, Joint Analyst Division - Advanced Two whe applicant materials and provide rater scores, please log in to STAR Employee Self Service at Http://ses.wi.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov
chments (	

18. Once everything is set up, click the **Submit** button on the bottom of the page to route the applicants to the raters and send them a notification email.

Comments	The rating panel will meeting on 10/19 to review bench	marks.
	Consolidate all applicants in one email	
	Include Attachments	Preview Notification
◯ Notify me when a Re	cipient responds	

19. Once routed, this message will display:

You have successfully r	outed the selected Applicants. (18177,3015)	1
2		ts

20. The raters will receive a notification email, any attachments you routed and a link to Employee Self Service.



21. If you included attachments, the attachments will be included in the email and the following note will be in the email.

## **Running a Resume Screen**

Applicants that need your review		
	S Reply S Reply All	→ Forward •••
JeffreyResume_3851.docx V 44 KB 9 KB J	JennyResume_3851.pdf 219 KB	v
JennyLetter_of_Qualifications.pdf v 91 KB		
Dear		
You have been asked to review the following applicants as potential candidates for the respective job openings. You	ur response is due by Thursday, De	cember 09,2021.
Jeffre June Join Join Join Join Join Join Join Join		
Jenny JOID:3851- Budget & Policy Analyst Division - Advanced		
To view the applicant materials and provide rater scores, please log in to STAR Employee Self Service at <a href="https://ess.right.corner">https://ess.right.corner</a> of the page) and click on Self Service > Recruiting > Routing Response.	<u>wi.gov</u> . Go to the NavBar (compas	s icon on the upper
Regards,		
Note: The applicant attachments sent in the email have been renamed.		

#### Adding Raters After Initial Routing

Once you have routed the materials to rater, you can add more raters by following the steps outlined previously to add raters, but you will just add the additional rater. You can only route an applicant to a rater once. The system will stop you from routing the same applicant to the same rater more than once.

#### **Removing Raters After Initial Routing**

There is no option to remove a rater after the materials have been routed. There are 2 options available:

- 1. You can ask the rater to indicate that they are unable to rate the applicants and submit this as their response(s) via the Routing Response Self-Service page; or
- 2. You can indicate that the rater is unable to rate on the Screening Results page
  - a. After running the Resume Screen screening level at least once, click on View under Rating Details

Applicant Sea	arch Applic	ant Screening	Register	Activity & Attachr	ments Details			
Apply Results	✓	Go	Pro	cess Monitor 🧔				
els (?)								
Job Code	Job Code N	ame	Primary Job	Screening Leve	I	Last Run Date	Applicants Screened	Applican Passed
13371	IS SYSTMS SVCS PROF	DEVMNT	2	1-Resume Scree	n	06/11/21 3:09PM	19	15
13371	IS SYSTMS SVCS PROF		8	1-Resume Scree	n	06/10/21 10:55AM	19	15
Civil Service	Points	Applicant Name		Applicant ID	Disposition	Screening Resu	lt Rating Details	Resul Applie
88.000	7.0	Joshua			030 Screen	Passed	View	No

b. Click the **Edit** button next to the rater who will not be rating.

	Resume Rating Results								
								He	
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □									
	Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit	
	Cha	i setti				06/10/21 12:11PM		Edit	
	Kris	148				06/10/21 12:11PM		Edit	
	Dalc	100				06/10/21 12:11PM		Edit	
	Lind	100023-3-5-91				06/10/21 12:14PM		Edit	

c. Check the box next to **Unable to Rate**. Click **Save**.

User ID Name	106 - N
Rating Value	✓ Unable to Rate Include in Scoring
Save	Cancel

d. The following will display. Click **OK**. As a note, when **Unable to Rate** is checked, it has no impact on the calculated score.

ser	Deting Unchie to	ati
A	Reminder to rerun the Resume Screen process to recalculate the results (0,0) OK	

- e. Click **Return** to get back to the list of applicants.
- f. Re-run the screening level once all updates have been made.

### How Raters Enter a Score

See the <u>Reviewing Applicant Materials and Entering Scores for a Resume Screen Employee Self Service Job Aid</u> for information.

### Entering/Updating a Score on a Rater's Behalf

These instructions are specific to the event where <u>resumes have been routed to a rater(s)</u>, but you need to enter or update a score or multiple scores on their behalf. See the section below for information on <u>Entering</u> <u>ALL Scores on a Rater's Behalf</u>.

- 1. Go to the Applicant Screening tab within the Job Opening
- 2. Click on the Screening Results link



3. In the **Applicants** section, click on **View** under Rating Details to enter/update score for an applicant.

]										
Select	Job Code	Job Code N	lame	Primary Job	Screening Leve	4	Last Run Date	Applica Screen	ants ed	Applicants Passed
۲	70401	MEAT SAFE	TY R-ENTRY	5	1-Resume Scree	en	04/26/21 8:33AM	7		0
licante (2	0									
licants ⑦	)									
Select	Civil Service Score	Points	Applicant Name		Applicant ID	Disposition	Screening Res	ult	Rating Details	Results Applied
licants (? Select	Civil Service Score 73.000	Points 0.0	Applicant Name Dean Winchester		Applicant ID	Disposition 050 Route	Screening Res	ult	Rating Details View	Results Applied No

4. You will see all the scores that have been entered. If you need to enter a score, click the **Edit** button next to the applicable rater.

Resume Rating Results								×	
	F Contraction of the second								
Ŧ	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □								
	Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit	
	Nicol	protocopi				04/26/21 9:33AM		Edit	
	Shari	and following	4		220 Rating Complete	04/26/21 9:45AM		Edit	
	Brian	Second Second	5		220 Rating Complete	04/26/21 9:58AM		Edit	

5. Enter the Rating Value and check the box next to Include in Scoring. Click Save.

Edit Resuming Rating
User ID Name
Rating Value 06
Include in Scoring
Save Cancel

6. You will receive the following message. Click **OK**.



7. Click Return to get back to the Screening Results page.

r	Resume Rating Results								
								Help	
E,	□ [ Q ] [4] (4] 1-3 of 3 ∨ )								
	Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit	
	Nicole	Jonano D	06		220 Rating Complete	04/26/21 9:33AM		Edit	
	Shari	10,710,814	4		220 Rating Complete	04/26/21 9:45AM	M	Edit	
	Brian	10483404	5		220 Rating Complete	04/26/21 9:58AM		Edit	
Re	turn								

8. To update a previously entered Rating Value, follow steps 3-7, and update the Rating Value.

### Entering ALL Scores on a Rater's Behalf

These instructions are specific to the event where a rater has NOT been entered or added to a job opening and materials are NOT routed to the rater. You need to enter ALL scores on their behalf. This applies to situations where a rater(s) prefers to record scores outside of TAM, and you have agreed to enter scores on their behalf.

- 1. Follow the instructions above to <u>route resumes</u> to **yourself**
- 2. Follow the instructions in the <u>Employee Self Service Job Aid: Reviewing Applicant Materials and Entering</u> <u>Scores for a Resume Screen</u> to enter the scores provided by the rater
- Attach a document to the job opening to keep a record of the scores originally provided by the rater. This
  document can be an email, Word document, Excel spreadsheet, or really anything the rater sent you
  containing the scores they provided. Following the instructions below to <u>attach documents to the job
  opening</u>.

#### Attaching documents to the job opening

1. Go to the Activity & Attachments Tab

Applicants	Applicant Search	Applicant Screening	Register	Certifications	Activity & Attachments	Details
						1

2. Scroll down to the Attachments sections and click on the Add Attachment button



3. Click on the Choose File button and find the appropriate document to attach

F	×	
		Help
Choose File	No file chosen	
Upload	Cancel	

## **Running a Resume Screen**

4. Click on the Upload button after ensuring the appropriate document has been chosen to attach the document

File Attachment	×
Choose File Rater Scores.xlsx	Help
Upload Cancel	
	.::

#### Raters who have more than 1 active IAM

When the raters are displayed on the Screening Results page, if the rater and more than 1 active, unlocked IAM, they will display on the page once for every active, unlocked IAM. This is just the display and does not impact the overall scoring – their score is only counted once even though it is displayed multiple times on the page.

Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit
literar literar	UEXENTE	9		220 Rating Complete	05/05/21 6:41AM		Edit
Enacthete	NATEL24				04/30/21 9:42AM		Edit
Dianna Mc	MCNALDLK	9		220 Rating Complete	05/05/21 11:35AM		Edit
Dianna Mc	MCNALDLTE	9		220 Rating Complete	05/05/21 11:35AM		Edit

### Running Resume Screen Once All Scores are Entered

- 1. Once all scores are entered, run the Resume Screening level again
- 2. Select Resume Screen and click Go.

Screening Levels   Screening Results Run Select Go Resume Screen Select	Process Moni	tor 🌩

## **Running a Resume Screen**

3. Click the **Refresh** button until the updated results display on the page.

Scr	eening Levels   Screenin	g Results		
Run	Select	•	Go	Process Monitor 🤹

4. In the Screening Levels section, a summary of the results will display.

Screening Levels ⑦											
Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results		
۲	70401	MEAT SAFETY INSPECTOR-ENTRY	<b>a</b>	1-Resume Screen	04/26/21 7:21PM	7	5	2	7		

- a. You can click on the **Resume Screen link** to review the screening criteria.
- 5. In the Applicants section, the Civil Service Score, average points, and the screening results will display.

Applicants ⑦						
Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result
	78.000	5.3	Dean Winchester	1008	030 Screen	Passed
	74.000	4.7	Mary Byrd	1012	030 Screen	Passed
	90.000	7.3	Buffy Summers	1013	030 Screen	Passed
0	98.000	8.7	Captain Sisko	1014	030 Screen	Passed
	64.000	3.0	Sam Hall	1016	110 Reject	Failed
-	سير فيصفعوني فليش				and an and a second sec	أسريه ومستعير وتتحصر ومستعير

a. Click on the **Excel icon** to download the results to Excel.

Applicants ⑦
Personalize
Zoom Applicants
Download Applicants Table to Excel

## **Running a Resume Screen**

A	В	С	D	E	F	G	Н		J	K
Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	<b>Rating Details</b>	<b>Results Applied</b>	Status Date	Applicant Type
N	78	5.3	Dean Winchester	1008	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	74	4.7	Mary Byrd	1012	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	90	7.3	Buffy Summers	1013	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	98	8.7	Captain Sisko	1014	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	64	3	Sam Hall	1016	110 Reject	Failed	View	No	4/26/2021	External Applicant
N	78	5.3	Sunny Breeze	1017	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	68	3.7	Ricky Jarret	1018	110 Reject	Failed	View	No	4/26/2021	External Applicant
1										

- 6. Additional information will be forthcoming relative to running the Score Export Report once the report is available.
- 7. Once you are ready to create a Register, you will click the Create Register button from the Screening Results page to start the registration creation process.

ın Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By	
1	7	5	2	7	Nicole Zimm	Create Register

### Updating the Passing Point and Re-Running the Screening Results

If you determine that the passing point must be adjusted prior to creating the register, you should do the following.

1. Click on the **Resume Screening** link under **Screening Levels** on the **Screening Results** page.

Applicant	3	Applicant Sea	irch	Applicant Screening	Register	Activity & Attachmer	nts Details						
Screening L	evels	Screening Re	esults		_								
Run Select 🗸 Go Process Monitor 🍫													
Screening	Leve	is (?)											
E;													
Select		Job Code	Job Code Name		le Job Code Name		Primary Job	Screening Level	,				
۲		70401	ME	EAT SAFETY SPECTOR-ENTRY	<b>e</b>	1-Resume Screen							

- 2. This will bring you to the Screening Criteria page. Update the Passing Point and click OK.
  - a. You can enter a passing point with up to 1 decimal

reening Option Description ②	EAT SAFETY INSPECTOR-ENTRY	)	
Name	Resume Screen		
Pass Status	030 Screen	~	
Pass Reason	Passed Resume Screen	~	
Fail Status	110 Reject		
Fail Reason	Lacks Required Credentials	~	
coring Definition ⑦			
Maximum Points	9		
Passing Point	3.9		

3. Run the **Resume Screen** again following the steps previously outlined in this job aid.

Applicants Applicant S	Search	Applicant So	creening	Register	Activ
Screening Levels   Screening Run Select	Results	Go		Process Mo	nitor 🍫
Screening Levels (2)					

- 4. Review your updated results and do any required analysis.
- 5. Once you determine there are no additional updates needed to the passing point and you have run the Resume Screen with the final passing point used, you can create the Register.

### **Rejecting Candidates from Screening Results Page**

You have the option of rejecting applicants that didn't pass the resume screening directly from the Screening Results page.

1. Click **Select Failed** at the bottom of the Screening Results page.

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## **Running a Resume Screen**

Select All	Deselect All	Route	Merge	Reject
Select Failed				

2. Any applicant who has a screening result of **Failed** will be selected.

9	Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result
		76.000	5.0	Cindy	13014	030 Screen	Passed
		58.000	2.0	Lauren	16340	110 Reject	Failed
		100.000	9.0	Bradle	21907	030 Screen	Passed
		58.000	2.0	Sean (	22136	110 Reject	Failed

3. Once the failed applicants have been selected, click the **Reject** button on the bottom of the page.

Select All Select Failed	Deselect All	Route	Merge	Reject

- 4. You may receive some type of pop-up message. Click **OK** to move forward.
- 5. Select the reason the applicants have been rejected.

Disposition Reason		110 Reject Ineligible - Basic Eligibility	~
Reject		Reject and Correspond	Cancel

 You can either select the Reject button to move the applicants to Reject status or select Reject and Correspond button to both move the applicants to Reject status and send them an email to let them know that they are no longer under consideration.

See the **Eligibility Notification Guidance** job aid for details regarding the rejection and correspondence process.

7. Once you either **Reject** or **Reject and Correspond**, the applicant will be moved to Reject Status. When the applicant views their application, they will see that they are no longer under consideration.

### Multiple Screening Levels

If a job opening has multiple screening levels, each screening level must be complete prior to running the next screening.

- 1. Online Screening
  - a. If used, this is the first screening level.
  - b. Results are automatically calculated when the applicant submits their application. You do not have to manually run the screening level to see the results.
  - c. If the applicant passes, they move to the next screening level.
- 2. Manual screening
  - a. This would always come after an online screening but before a resume screening.
  - b. If an open-ended question is included, the evaluator should be added to the question AFTER the online screening results are applied.
  - c. Manually run the Manual Screening when all scores are complete.
  - d. Fully complete the Manual Screening **PRIOR TO ROUTING RESUMES** so you only route the resumes for the applicants who passed the Manual Screening.
- 3. Resume screening
  - a. This is always the last screening level and should only be run after all other screening levels are complete.