

Please find People Soft Resources at:
<http://www.bc.edu/offices/hr/managers.html>

Interviewer Role Enhancements

The Interviewer Role has been enhanced to allow an Interviewer to work closely with the Hiring Manager on a Job Opening and its Applicant Pool.

Job Opening

Posting Title: [Redacted] Job Opening ID: [Redacted]
 Department: [Redacted]
 Job Opening Status: 010-Open Job Type: Standard
 Position Number: [Redacted] it
 Business Unit: EAGLE
 Company: BC Boston College

[Underutilization: AHANA: Y; FEMALE: N](#)

[Previous Job Opening](#)
[Next Job Opening](#)
[Return to Previous Page](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#) **1**
[View Applicants](#)
[Screen Applicants](#)
[Interview Schedule](#)

Manage Applicants

Display: All **2**

Applicants										Customize Find View All	First 1-20 of 75
<input type="checkbox"/>	Applicant Name	ID	EmplID	Disposition	Submitted Date Time	Felony	Resume	Cover Letter	Take Action		
<input type="checkbox"/>	[Redacted] 3	[Redacted]	[Redacted] 4	050-Route	12/06/2008 10:23AM	No 5	6		Select Action...		
<input type="checkbox"/>	[Redacted] re	[Redacted]		050-Route	12/06/2008 12:46AM	No			Select Action...		
<input type="checkbox"/>	[Redacted]	[Redacted]		050-Route	12/04/2008 5:51PM	No			Select Action...		
<input type="checkbox"/>	[Redacted]	[Redacted]		050-Route	12/04/2008 12:51PM	No		7	Select Action...		
<input type="checkbox"/>	[Redacted]	[Redacted]		050-Route	12/04/2008 3:49PM	No		8	Select Action...		
<input type="checkbox"/>	[Redacted]	[Redacted]		050-Route	11/30/2008 10:44AM	No			Select Action...		
<input type="checkbox"/>	[Redacted]	[Redacted]		050-Route	11/29/2008 10:35AM	No			Select Action...		
<input type="checkbox"/>	[Redacted]	[Redacted]		060-Intw	11/29/2008 10:24AM	No			Select Action...		

[Select All](#)
[Deselect All](#)
 Group Action: **9** **10**


1. Interviewers will continue to have access to view the details of the specific Job Opening(s) they have been assigned to.
2. They will now be able to view their applicant pool in various ways by using the Display field drop down box. The options in the drop down are the different Disposition statuses. This will allow the Interviewer to view subsets of the applicant pool as needed.

3. The link behind the Applicant Name has now been disabled. This link is no longer needed to view resumes since going forward, the Interviewer will be able to view resumes directly from this Manage Applicant page.
4. The Disposition Status link remains disabled. This is unchanged from the Interviewer's previous access.
5. The Felony Link has been disabled. This does not provide us with additional information that would be useful in interviewing a candidate. The Hiring Manager and the Employment Department are the only groups in need of this information.
6. The Resume Icon has been activated for Interviewers. This enhancement allows the Interviewer to open the resume directly from the Manage Applicant page by clicking on the Resume Icon.
7. Cover Letters are now available to Interviewers. This is an enhancement for all users to access this information directly from the Manage Applicant page. The cover letters open by clicking on the Cover Letter icon and selecting the cover letter link pertaining to the specific job opening.
Please Note: The applicant may have more than one cover letter in the list. Please be aware and select the one pertaining to specific job being viewed.

BC Cover Letter List Page

Applicant ID: [REDACTED]

Cover Letters		Customize Find View All [Grid Icon]	First [Left Arrow] 1 of 1 [Right Arrow] Last
	Last Updated	Uploaded By	
cover-letter-Boston_College.docx	12/04/2008 12:53PM		

Return  **Select the link and the document will open. When complete, click on Return to get back to the Manage Applicant page.**

8. Interviewers can now perform 'Take Action' transactions for their applicant pool. This enhancement will allow the Interviewers to determine if the applicants should be 'Rejected' based on qualifications or advance an applicant to the 'candidate' stage by choosing 'Select for Interview' and updating their status to '060 – Interview'.
9. The 'select all' feature allows the Interviewer to 'Take an Action' on more than one applicant at a time.

- 10.** 'Group Action' is the drop down menu that corresponds to the 'Take Action' drop down, but, as stated in number 9, it can be done on more than one applicant at a time.