

Applicant Screening Process

All screening/recruitment materials are considered legal documents and **MUST** be uploaded prior to review of applicant(s). Requisitions will not be sourced until screening documents are received.

Please consult with your HR consultant regarding required documents for temps/students/adjuncts.

Please note, you will not make applicant status change updates in myUA until after HR approval at STEP 3.



STEP 1:

Preliminary Application Review - Yes/No Questions

- A. Using the pre-approved preliminary screening document uploaded into the **Documents** tab of the requisition or the myUA screening process (instructions below).
- B. Rate all applications to determine whether applicants are minimally qualified for the position. This screening is based on the resume and other documents submitted, not on personal contact.

NOTE: The myUA preliminary screening process/questions cannot be changed. You may choose to utilize your own departmental screenings by uploading them in the **Documents** tab during the requisition process.

To utilize the Preliminary screening in myUA.

- 1) Select **View applications** in your requisition: 
- 2) To initiate the preliminary screening, click on the applicants name to bring up their applicant card: 

3) Under Applications – find the job you want to initiate the preliminary screening. On the right side, select the **Actions** drop down.

Applications			
Facilities Services Student Assistant C - Maintenance and Auxiliary & Contract Services #497232 DA Submitted: 24 Oct 2016 via University of Alaska Job Sites	New	No offer	Actions Flags Form Resume
UAF Human Resource Student Assistant A, B or C #497481 BT Submitted: 21 Oct 2016 via University of Alaska Job Sites	Verbal offer	Offer incomplete	Actions Flags Form Resume
UAF Student Assistant and Temporary Employee Pool #492429 UT Submitted: 21 Oct 2016 via University of Alaska Job Sites	New	No offer	Actions Flags Form Resume
Facilities Services Student Assistant C - Maintenance and Auxiliary & Contract Services #497232 DA Submitted: via none	Withdrawn	No offer	Actions Flags Form Resume

4) The following menu will appear, select **New Form** to bring up the option for preliminary screening.

Offer incomplete

- Add activity
- Add document
- Add document from file
- Add note
- Assign application
- Change status
- Communicate
- Compile and send
- Edit application flags
- Edit application source
- New booking to an existing event
- New booking to a new event
- New task/reminder
- New form**
- New referral
- Offer details
- Send application
- Send application and change status

Select UAF Preliminary Screening.

Additional information form

Select an additional information form:

- Preliminary Questions
- Reference check form
- Student Status Verification for Eligible Employment
- UAF Preliminary Screening**

Form preview

Preliminary Screening

Screened by:*

Date Reviewed:*

Based on special instructions to applicants, is the application packet complete?*

Does applicant have required knowledge/skills/abilities?*

Does applicant have required training, education and/or experience?*

If required, does applicant have required licenses, certifications and/or documentation?*

Interview outcome:*

Next > Cancel

Preliminary Screening

A Screened by:*

B Date Reviewed:*

Based on special instructions to applicants, is the application packet complete?*

C Does applicant have required knowledge/skills/abilities?*

Does applicant have required training, education and/or experience?*

If required, does applicant have required licenses, certifications and/or documentation?*

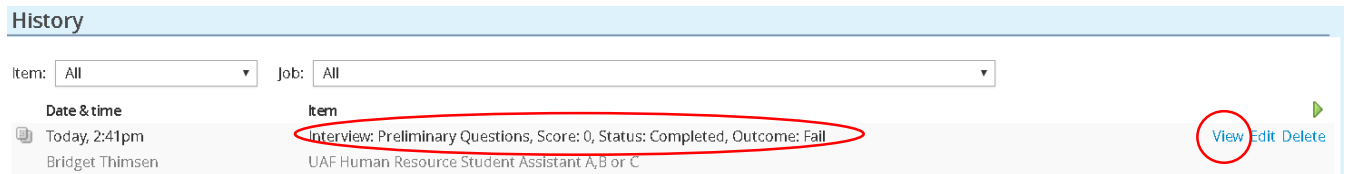
D Interview outcome:*

E Save Save draft Cancel Spell check

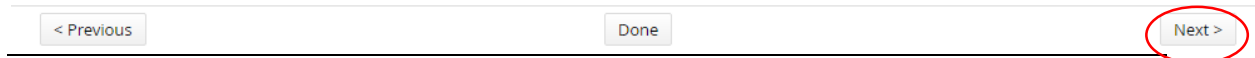
Total score: 0

- A. Enter the name of committee member completing this preliminary review.
- B. Enter the date the committee member completed.
- C. Choose yes or no for each question.
- D. Select Pass or Fail.
- E. Save will update system as complete, Save draft will indicate in progress.

- 5) After you save you will be returned to Applicant card, where you can review status. Choose **View** to see responses of the preliminary screening questions.



- 6) You can move to next applicant card by choosing **Next** at the bottom of your screen. **Previous** will return you to previous applicant card.



- 7) You will need to repeat Steps 1) through 6) for all remaining applicants. Choose **Done** when you have reviewed all applicants.

STEP 2:

Intermediate Review Process

- A. Rate advanced applications using *Stage Two* Intermediate Review Questions.
- B. **Before advising any applicant** of their standing/elimination from the screening process and **before** scheduling any personal interviews, please update the myUA [Scoring Summary](#) and forward the request to interview to HR for approval of **STEP 1** and **STEP 2** processes.
- C. Request approval in myUA utilizing the **Notes** tab and sending via email to your assigned consultant.

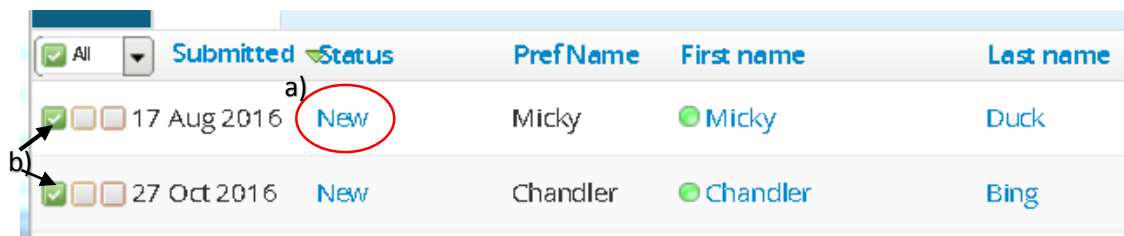
STEP 3:

Once HR approval has been granted update myUA.

- A. Based on your scoring summary, you will update applicant statuses for each of your applicants from the preliminary and intermediate screenings.

Updating myUA:

- 1) Change applicant status to (see Change application status listing below):
 - Preliminary Screening- Unsuccessful for those eliminated at **STEP 1**.
 - Intermediate screening – Unsuccessful for those eliminated at **STEP 2**.
 - Intermediate Screening for those candidate who will be moved on to interview stage.
- a) You can move applicants individually by selecting their status and choosing the appropriate status and **Move now**. **OR**



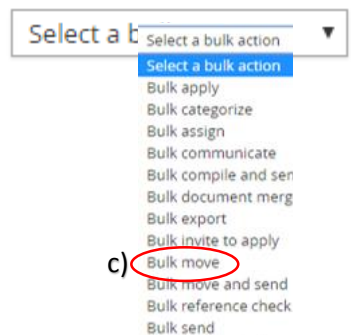
The screenshot shows a table with columns: Submitted, Status, PrefName, First name, and Last name. There are two rows of applicant data. The first row has a date of 17 Aug 2016, a status of 'New' (circled in red), and a name of Micky Duck. The second row has a date of 27 Oct 2016, a status of 'New', and a name of Chandler Bing. Annotations include 'a)' pointing to the 'New' status in the first row and 'b)' pointing to the green checkmark in the first column of the first row.

Submitted	Status	PrefName	First name	Last name
17 Aug 2016	New	Micky	Micky	Duck
27 Oct 2016	New	Chandler	Chandler	Bing

- b) Applicants can be moved in bulk by checking the same colored box. You will be presented with options to Move all applicants in same colored boxes to same status.

- c) To use bulk move **Select a bulk action** and choose Bulk move.

[New applicant](#) | [Search by answers to questions](#) | [Merge applicants](#) |



The screenshot shows a dropdown menu titled 'Select a bulk action'. The menu is open, showing a list of options. The option 'Bulk move' is circled in red. Other options include Bulk apply, Bulk categorize, Bulk assign, Bulk communicate, Bulk compile and ser, Bulk document merg, Bulk export, Bulk invite to apply, Bulk move and send, Bulk reference check, and Bulk send.

Select a bulk action

- Select a bulk action
- Bulk apply
- Bulk categorize
- Bulk assign
- Bulk communicate
- Bulk compile and ser
- Bulk document merg
- Bulk export
- Bulk invite to apply
- Bulk move
- Bulk move and send
- Bulk reference check
- Bulk send

d) Use the drop down to select the appropriate application status.

e) Then choose **Next**

Bulk move

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status:

Next > Cancel

Choose status

Change application status

- Incomplete
- Submitted
- New**
- Letter of Recommendation Request
- Pre-screening
- Pre-screening Unsuccessful
- Preliminary Screening
- Preliminary Screening - Unsuccessful
- Intermediate Screening
- Intermediate screening - Unsuccessful
- Interview Event Booking
- Interview Event Accepted
- Interview Event Declined
- Interview Unsuccessful
- Reference Check
- Reference Check Successful
- Reference Check - Unsuccessful
- Alternate
- Verbal offer
- Online offer made
- Offer accepted
- Offer declined
- Offer accepted, post-hire form complete
- Post Office Background Check
- Post Office Background Check Successful
- Post Office Background Check Unsuccessful
- Withdraw Request
- Withdrawn
- Ineligible
- Not Considered - Applied After Review Date

STEP 4:

Interview Process – Interview Final Candidates.

- A. Conduct interviews and testing if appropriate.
 - a) The committee prepares a written summary of the qualifications and overall impressions received from each finalist.
 - b) The screening committee recommends to the hiring authority a list of finalists (ranked or unranked – as determined by the Hiring Authority).
 - c) The Hiring Authority will select the best-qualified candidate based on the best available information compared to the job-related criteria as advertised and in accordance with AA/EO guidelines processes and procedures.
- B. Make reference checks of employers and provided references.
- C. Complete the myUA [Scoring Summary](#). List any alternates in order of preference and send to HR for final approval. Request approval in myUA utilizing the **Notes** tab and sending via email to your assigned consultant.

Step 5:

After you have received candidate approval from HR:

- A. Contact applicant(s)
 - a) Choose your #1 applicant as listed on your scoring summary to make offer of employment. If applicant requests an advance placement please contact your HR Consultant for approval process.
 - b) If applicant does not accept employment, contact applicant #2, etc.
 - c) If none of the applicants accept offer, the position must be closed as unfilled, re-opened and re-advertised.
- B. If a candidate accepts employment offer, refer to myUA Verbal Offer Guide to complete the myUA process.

If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).