

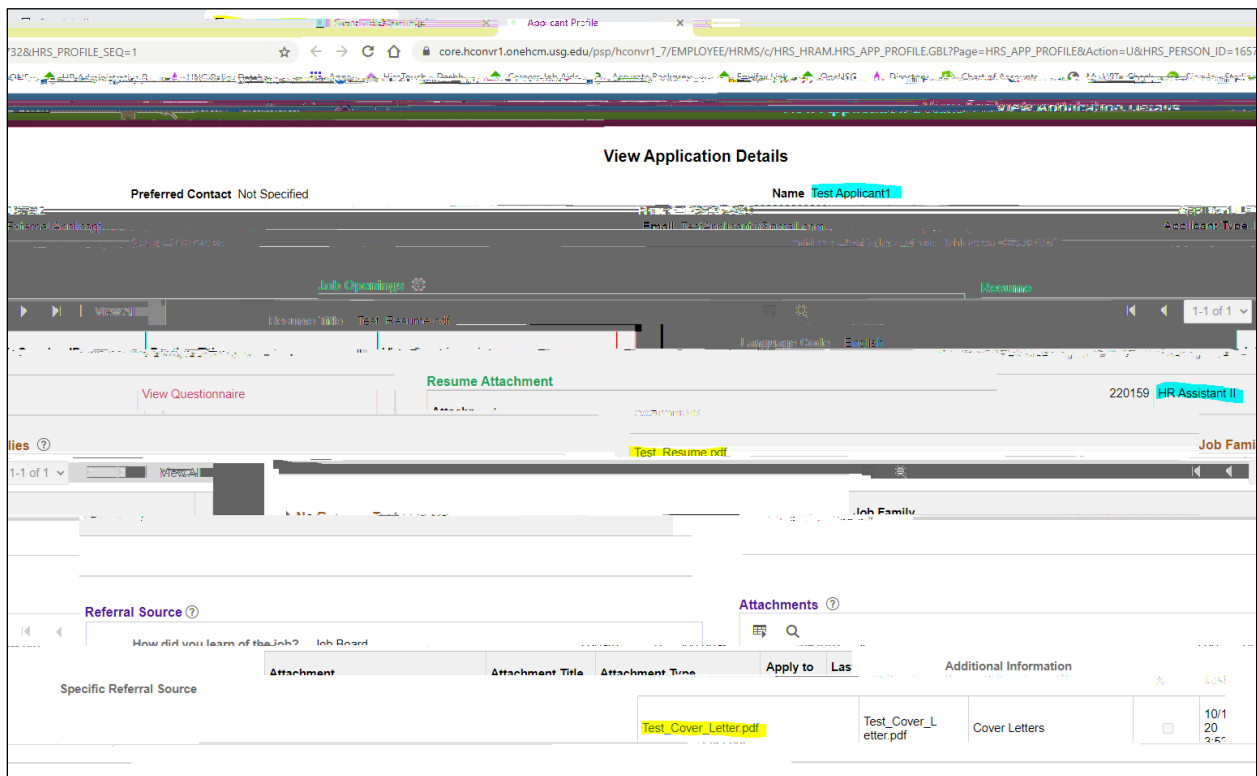
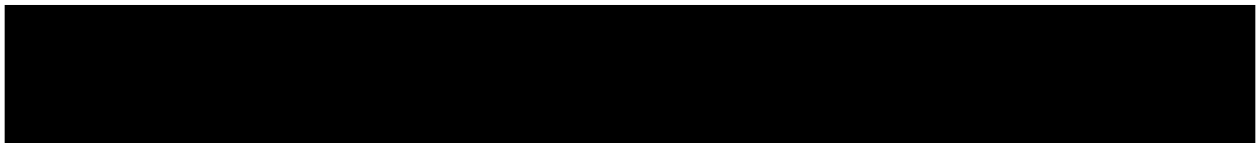
How to Review Interview, and Reject Applicants(Hiring Manager)

1. Log into OneUSG (Employee Self Service)
2. Click on Recruiting Self Service Tile
3. Click on Search Job Openings
4. Enter the criteria you would like to search by and click Search.
5. Select the Job Opening

6. You should now see the list of applicants that have applied to your job opening.



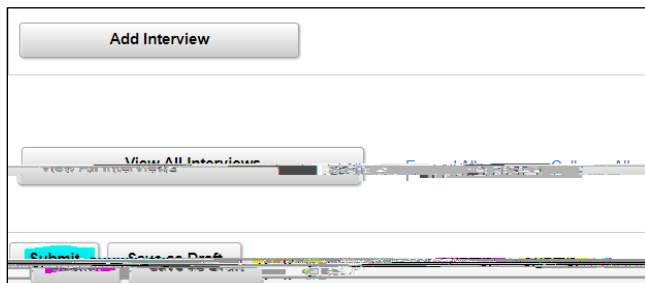
7. , cover letter, and resume click on the icon under the Application column (this will open a separate page with the Applicants Profile).



10. To complete the Interview Scheduler enter a date, start time, end time, interview type, applicant response, location, and any notes or attachments. Check the boxes next to Notify Applicant and Notify Interview Team to send the interview confirmation emails shown below ****Please note, the recruiter and any search committee members listed on the job opening will automatically be populated as an interviewer. You can remove individuals if they will not be participating in the interview process (i.e. recruited) by clicking on the trashcan at the end of the row. To add additional interviewers click on the Add Interviewer button. Also note, all information and notes added into OneUSG Recruitment are subject to open records.**



11. Click Submit.



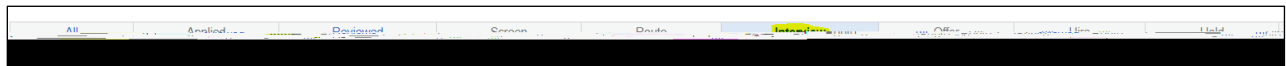
Interview confirmation email the candidate receives:



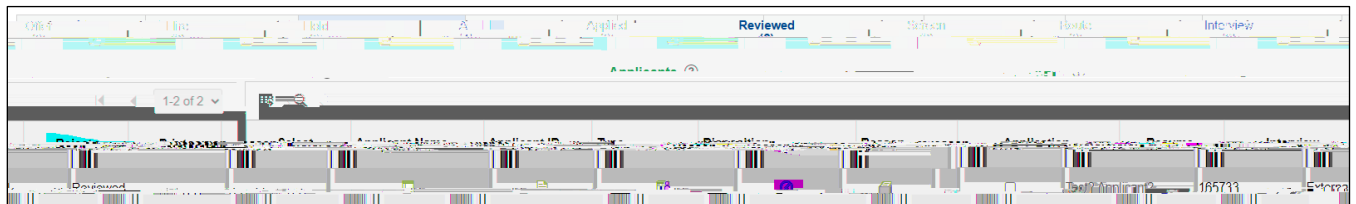
Interview confirmation email the interview team receives:

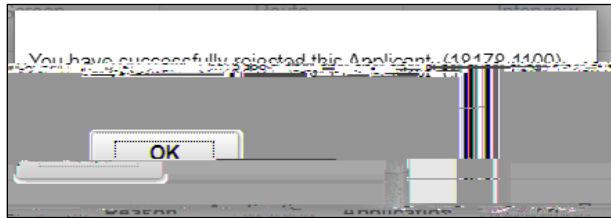
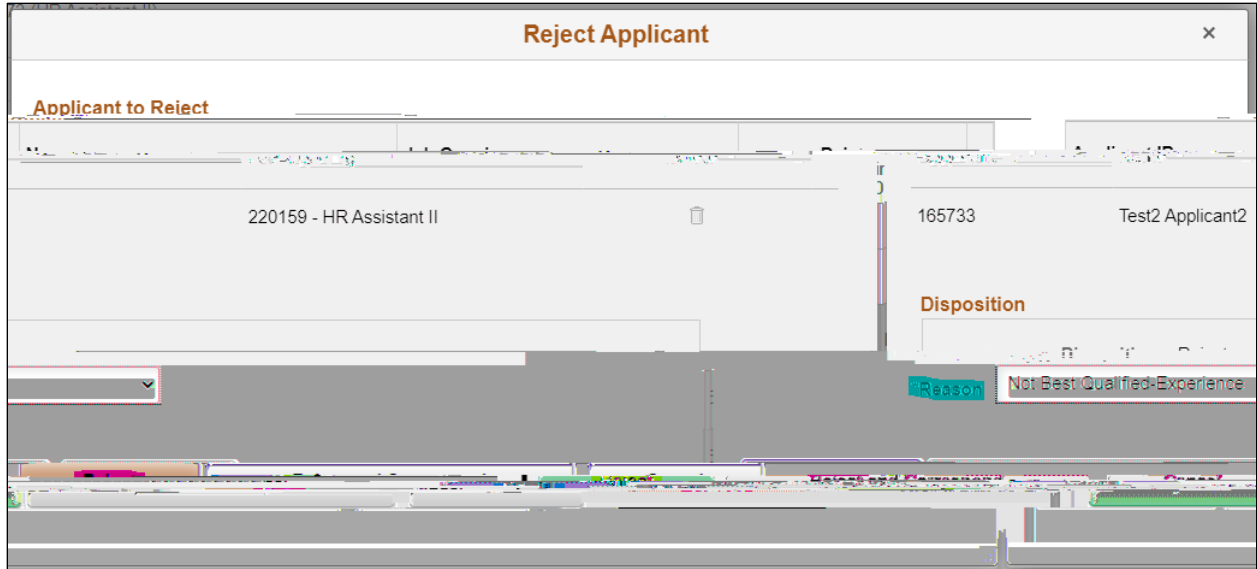


12. After the interview schedule has been submitted the applicant will be moved over to the Interview column.



13. To reject and disposition an applicant select the icon under Reject column.
**Please note, you must select a reason when marking an applicant as rejected.





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