## How to Review Interview, and RejectApplicants(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

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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 separtate with the Applicants Profile).

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under the Resume column.

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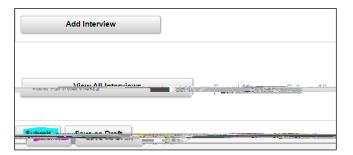
9. To set up an interview with an applicant click on the icon under the Interview column. \*\*Please note, you will need to contact the applicant to set up the interview date, time, and place outside of the OneUSG Recruitment module. This is only to send the candidate and/or interview team an email confirming the interview details.

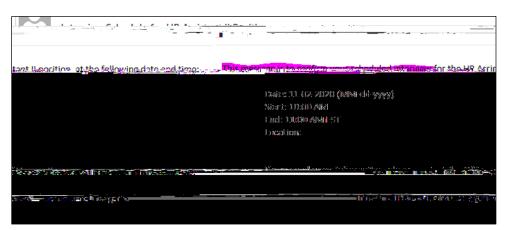
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10. To complete the Interview Schedulenter a date, start time, end time, interview type, applicant response, location, and any notes or attachments. Check the boxes next to Notify Applicant and Notify Interview Team to send the interview confirmation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

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## 11. Click Submit.

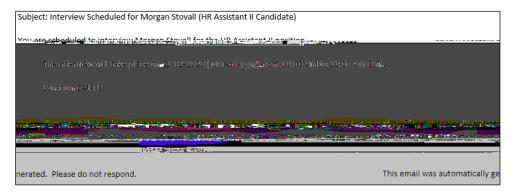




Interview confirmation enail the candidate receives:

Interview confirmation enail the interview team receives:

Applied



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

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



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