

# CyberRecruiter in a Nutshell – Staff Hiring

## Logging in:

- Begin by logging into CyberRecruiter
  - SJC Home Page
  - Quick Links – HR – Forms – Recruitment Section
  - **CyberRecruiter Link**
  - You can also add a link on your desktop to the following:  
[HTTP://sigma.sicme.edu/cyberrecruiter/Default.aspx](http://sigma.sicme.edu/cyberrecruiter/Default.aspx)
- Enter the User ID and Password provided (initial password is 12345)
- The CyberRecruiter **Home Page** is displayed.

## Reviewing Applicants:

- Click the **Req List** link in the upper right corner
- Your Open requisitions/positions are listed (showing the Req #, Position Title, Assigned Applicants, etc.)
- Click the **Number** link in the **Assigned Applicants** column.
- A list of the applicants for this position is displayed.
- To view their formatted resume, click the  beside their name.
- To view an unformatted resume, click the  beside their name
- Close any extra windows opened by this process.
- Click the **Applicant Name** link to enter the Applicant's file.
- The Application screen will display.
- Click **Print Application** in the left navigation bar.
  - This opens a new window/tab in your browser displaying the applicant's file. Scroll down to see everything in the application without having to browse to different screens.
  - Once you have reviewed the applicant's file, you can close this extra window/tab.
  - You are now viewing the Application screen again
- Click the **Back** button on your browser (you are returned to the list of applicants).
- Click the **Status** listed.
- The **Change Applicant Status** screen is displayed.
- Click the **Down Arrow** in the New Status field and select the appropriate new status for this applicant (the former ranking options are available for selection here).
- Click **Save Changes** (no need to check any of the remaining boxes).
- You are returned to the list of applicants with the new status displaying for the applicant.
- Continue reviewing applicants and changing statuses as they progress through the application review process.
- When you determine who you will be inviting to an interview, ***please meet with Janet LaFlamme prior to scheduling interviews to review your ranking assignments and interview plans.***
- The last status to set should be **Schedule Campus Interview** – when you set this status, click the **Check Box to Email the Recruiter** as well before saving changes.

## Interviews:

- ***You will contact applicants to schedule your interviews.*** We ask that once each interview is completed, you fill out the interview evaluation form within CyberRecruiter.
- An Interview entry for each applicant will be processed within CyberRecruiter and you will receive an email notifying you.
- You may delete this email as it is simply to notify you.
- Log into CyberRecruiter
- Your CyberRecruiter Home Page should show an entry for **Interviews Requiring Your Attention** listing the applicants assigned interviews. (*Note: if this entry is not listed on your home page, please contact Human Resources*).
- Click each Applicant Interview link and accept the interview request (regardless of what time it is scheduled).
- This process then generates 2 more entries on your home page. One listing **Upcoming Interviews** and another for **Incomplete Interview Evaluation Forms**.

## Applicant Review Tips:

- Remember: your primary goal is to evaluate a candidate's qualifications against the responsibilities of the **posted** position.
- If you review an **Incomplete Application** and want to proceed with an interview, please notify HR for additional contact with this candidate.
- If an alumni or current employee has applied, please review their qualifications against those noted in the position as you would any other candidate.

- The **Upcoming Interviews** will automatically disappear after the CyberRecruiter scheduled time of each interview.
- The **Incomplete Interview Evaluation Forms** provide you with a standardized evaluation form for each interview you complete.
- After you complete an interview with an applicant, log into CyberRecruiter and click the link on the home page that corresponds to that applicant's **Incomplete Evaluation Form**.
- Enter evaluation comments for each of the 3 questions provided (**PLEASE NOTE: All comments must be legally defensible**).
- Click **Save Changes**.
- This completes the evaluation process for the applicant and saves all relevant information into their application file.

#### Reference Checking:

- **Before beginning this process, please contact Janet LaFlamme regarding how you will proceed.**
- Log into CyberRecruiter
- Click the **Req List** link in the upper right corner
- Your Open requisitions/positions are listed (showing the Req #, Position Title, Assigned Applicants, etc.)
- Click the **Number** link in the **Assigned Applicants** column.
- A list of the applicants for this position is displayed.
- Click the **Applicant Name** link to enter the Applicant's file.
- The Application screen will display.
- Click **References** in the left navigation bar.
- Click the **(E)** beside the reference to bring up the detailed information.
- Using the questions provided, contact the reference and review the applicant with them.
- Fill in the fields related to **Verified, Date Contacted, Verified By** and **Note** (if relevant).
- Questions are provided for reviewing the applicant with the reference.
- Enter comments as appropriate for how the reference answers each question.
- When comment entries are complete, click **Save Changes**.
- You are returned to the **References** list where you can repeat the process for each listed reference.
- **NOTE:** If Employment Supervisors from resume are not listed in the reference screen, add them if the information is available. You must then contact them via the normal reference checking process.
- **TO ADD A REFERENCE:**
  - Click **| Add |**
  - Enter the contact information available
  - Contact the person and complete the reference check using the questions provided.
  - When comment entries are complete, click **Save Changes**.
  - You are returned to the **References** list where you can repeat the process for each listed reference.
- When you have completed checking references, click the **Back** button on your browser to return to the list of applicants.

#### Hiring:

- **All Offers will be performed by the Human Resources Department.**
- Log into CyberRecruiter
- Click the **Req List** link in the upper right corner
- Your Open requisitions/positions are listed (showing the Req #, Position Title, Assigned Applicants, etc.)
- Click the **Number** link in the **Assigned Applicants** column.
- A list of the applicants for this position is displayed.
- Click the **Status** listed.
- The **Change Applicant Status** screen is displayed.
- Click the **Down Arrow** in the New Status field and select **Recommend for Hire** from the list.
- Click the **Check Box to Email the Recruiter**.
- Click **Save Changes** (no need to check any of the remaining boxes).
- This notifies Human Resources of your selection so an offer can be presented to the candidate.