

Hireserve Quick Guide

Search Committee Chair and Support

HMP Version 2.0 – November, 2021

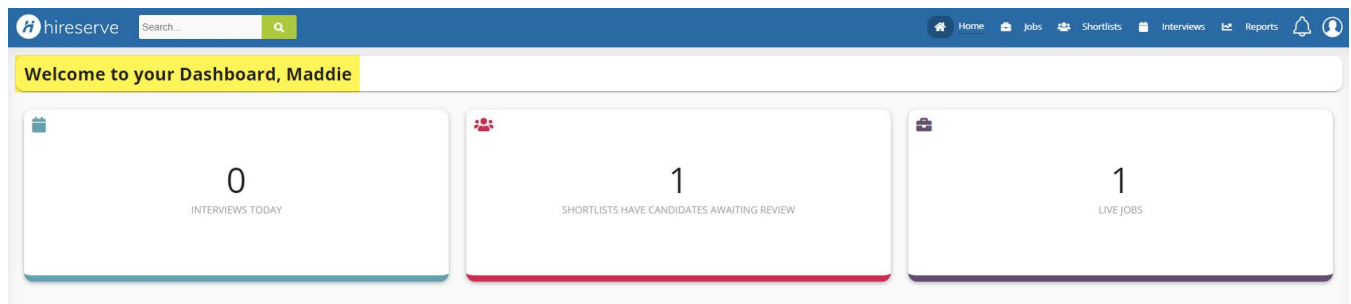
Contents

Definitions.....	2
Add Search Committee Members	3
Add Trusted Share.....	3
Create Assessment Criteria.....	3
Rate and Assess Candidates (shortlist for interview)	4
Set Up Interview Schedule	4
Create Post-Interview Assessment Criteria	5
Reference Checks.....	5
Notify Unsuccessful Candidates	6
Initiate Offer Letter Process.....	6

Hireserve Quick Guide

Search Committee Chair and Support

HMP Version 2.0 – November, 2021



https://viu-ats-ca-sso.hireserve.com/v6/ic_extjs.shell?p_web_site_id=100017#/en/home

Definitions







1. **Dashboard:** first screen you see when logging into the Hiring Manager Portal.
2. **Tile:** "bucket" of activities within the Hiring Manager Portal.
3. **Menu Bar:** blue bar at the top of the screen that contains menus.
4. **Live Jobs:** the Number of currently posted jobs belonging to the user.
5. **Interviews Today:** the Number of interviews scheduled that day for the current user.
6. **Shortlists Have Candidates Awaiting Review:** the Number of applications requiring action from the current user.

Hireserve Quick Guide






Search Committee Chair and Support

HMP Version 2.0 – November, 2021




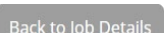

Add Search Committee Members

1. Log in to Hireserve Recruitment. Click **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. If necessary, clear filter by clicking  > 
3. On the Job to be shortlisted, click  >  > **Share>Review**.
4. Enter the surname of the committee member in **Select users:** box, then select name from the drop-down list, repeat until all committee members have been added.
Click on 
5. Click on  > View Shares to check to confirm who has been added.
*If executive-level approval is required, follow the above process and choose **View only** instead of Review.

Add Trusted Share

1. Log in to Unit4 Recruitment. Click **Shortlists Have Candidates Awaiting Review** card or **Shortlists** on the menu bar.
2. If necessary, clear filter by clicking  > 
3. On the Job to be shortlisted, click  >  > **Share>Trusted**.
4. Enter the surname of the committee member in **Select users:** box, then select the name from the drop-down list. Click on .

Create Assessment Criteria (Shortlist Grid)


1. Click **Live Jobs** tile or **Jobs** on the menu bar.
2. Click  on tile for posting to be shortlisted.
3. Click  > **Assessment Criteria**.
4. Click  then use the drop-down box to select criteria (shortlist criteria starts with S/L, interview criteria starts with INT).
5. Tab to Stage column and choose **Application** for shortlisting or **Interview** for post-interview.
6. Tab to **Assessment Score Basis** column and choose **Rating 0 to 3/User Defined** or **Met/Not Met**.
7. Tab to Essential/Desirable column and select whether criteria is **Essential** or **Desirable**.
8. Tab to Seq column and enter the number for the order in which criteria will occur.
9. Click  > .

Hireserve Quick Guide

Search Committee Chair and Support

HMP Version 2.0 – November, 2021

Rate and Assess Candidates (shortlist for Interview)

1. Confirm all committee members have been added. Click **Jobs** > **View candidates** > **Options** > **View Shares**.
 - *Committee chair*: Owner
 - *Committee members*: Share-Review
 - *Committee support*: Share-Trusted
2. Click **X** to close window.
3. If committee members are not listed, go back to [Add Search Committee Members](#).
4. Forward competition package to search committee members.
5. Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on menu bar.
6. Click on **View candidates** of competition to be shortlisted.
7. Click on vertical ellipsis **⋮** of the first candidate to be reviewed and select **Rate Candidate**.
8. Review candidate's documents on **Rate Candidate** tab. If there are multiple pages of applications, use the sliders  at the bottom to move between pages.
9. Assess candidate by clicking **Assess Candidate** tab and completing **Candidate Assessment** on the right of the screen, adding comments if desired. Use the drop-down box at the top to view the candidate's documents. When complete, click > **Save** > **Finish**
10. Click **Decision** **?** and choose whether to progress **✓**, hold **⏸**, or reject **✗** the candidate. Click **X** to return to the applicant list.
11. To progress candidates to shortlisted, click the radio button beside candidates to be shortlisted.
12. Click **Options** > **Progress** > **T072-Shortlisted for Interview** > **OK**











Set Up Interview Schedule

1. Click on the **Interviews Today** tile or **Interviews** on the menu bar.
2. Click **View all my schedules** > **Create schedule**.
3. Leave **Schedule title** blank.
4. Click on **📅** beside **Job** to open **Job Selector**.
5. Click on beside competition to be scheduled. If necessary, deselect the blue tick box **✓ Live jobs** then click **OK**.
6. Click on **📅** beside **Hiring manager**, type first or last name in the search box, click **+** beside name, click **Ok**.







Hireserve Quick Guide

Search Committee Chair and Support


HMP Version 2.0 – November, 2021

7. Confirm that **T072 – Shortlisted for Interview** is selected in **Candidate selection**.
8. Select **Self Select** for **Schedule type**. Do not change options in drop-down boxes.
9. Enter the location in **Default location** (eg. Zoom).
10. Unclick the Bcc interviewers radio button.
11. Confirm the **Number of slots per candidate** and then click .
12. Pick a date from the date picker  and interview **Start time** from the drop-down list.
13. Use the drop-down box to select **Duration of interviews** (minutes).
14. If needed, click  to add interviewers. Enter the name in the search box, click , and repeat until all selection committee names have been added. Click , then click .
15. If additional interview times are needed, select **Add slot** or **Add multiple slots**.
16. Confirm details are correct, click >  >  > .
17. Position tile shows .

Create Post-Interview Assessment Criteria

1. Click **Live Jobs** tile or **Jobs** on the menu bar.
2. Click  on tile for posting to be shortlisted. Click .
3. Click  > **Assessment Criteria**.
4. Click  then use the drop-down box to select criteria (post-interview criteria start with INT).
5. Tab to Stage and choose **Interview** for post-interview.
6. Tab to Assessment Score Basis and select **Met/Not Met** or **Rating 0 to 3/User Defined**.
7. Tab to Essential/Desirable and select whether criteria is **Essential** or **Desirable**.
8. Tab to Seq and enter the number for the order in which criteria will occur.
9. Click  > .

Reference Checks

1. To find the candidate's references, select, **Shortlists** then click  (vertical ellipsis) beside the candidate's name.
2. Hover over **Documents**> ...**App_Form**.
3. Scroll to the references section, select a minimum of two references and email recruit@viu.ca with the candidate's name and competition number.

Hireserve Quick Guide

Search Committee Chair and Support


HMP Version 2.0 – November, 2021

- Recruit will notify the Search Committee Chair when the references are available in Hireserve.

Notify Unsuccessful Candidates

- Contact unsuccessful candidates to thank them and provide an opportunity for feedback.
- Click **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on menu bar.
- Unsuccessful interviewees:
 - Click , then click radio button beside unsuccessful candidate's name, click > **Reject** > **T032 Reject After Interview**.
 - A **Warning** message will ask you to confirm. Select **OK**.
 - Under **Default email to send** select **E71 – reject after Interview**.
 - To review the email, click . When satisfied and to send click .
- Unsuccessful applicants who were **not** interviewed:
 - Click , click radio button beside unsuccessful candidate's name, click > **Reject** > **T031-Reject after application**.
 - Under **Default email to send** select **E70 – reject after application**.
 - Review draft email by click . When satisfied, click .

Initiate Offer Letter Process

 Before proceeding, ensure that you have received approval as per *Search Committee Checklist Guidelines*.

- Contact candidate to make a verbal offer.
- Click **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on menu bar.
- Click , click the radio button beside the successful candidate's name, click > **Progress** > **T099-Recommend for Hire**. A **Warning** message will appear. Click **OK**.
- Enter **Target start date** - regular positions require a minimum of 10 business days from the date of recommendation, and temporary positions require a minimum of 5 business days. Select **E75-Recommendation for hire** under **Default email to send**. Click **Continue**.
- Update **From** email address if necessary and ensure that committee chair is copied on the email. Click **Preview email** to review, then click **Continue**.
- This generates an email to Recruitment and initiates the offer letter process. **Candidate status** will change to **T099-Recommend for Hire**.