

### **Creating an Interview Evaluation**

In this topic, you will learn the steps to create an interview evaluation in OMNI. It is required to create and submit an evaluation for each interviewed candidate, as well as multiple evaluations if the candidate was interviewed more than once. You will learn how to input the data and how to review the evaluation after submission.

#### **Key Information:**

Job Opening ID Interview Date/Type Applicant's Ratings/Recommendation Applicant Records Retention Information

Step	Action
1.	Start by going to, https://my.fsu.edu and sign into OMNI with your FSUID and password. Click the <b>HR Icon</b> .



Step	Action
2.	Click on Main Menu > Recruiting > Search Job Openings Enter the appropriate Job Opening ID number & click Search.

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	Recruiting	Administration
	Workforce Administratio	Reports •
	Compensation	Recruiting Home
	Time and Labor	Search Job Openings
	Payroll for North Americ	Create Job Opening
	Workforce Development	Interview Calendar
	Organizational Develop	Pending Approvals
	Set Up HCM	Saved Searches
	Enterprise Components	•

OMNI Human Resour	rces	
Favorites - Main Menu - >	Recruiting -> Search Job Openings	
Search Job Openings		
🕋 Recruiting Home   🗟 Create Job O	pening   🗊 Search Job Postings	
▼ Search Criteria ?		
Job Posting Title		
Job Opening ID	40108 ×	Q
Status	Open 🗸	
Most Recent Activity	~	
Job Opening Type	~	
Hot Job	✓	
My Association	~	
Hiring Manager Recruiter		
Created By		Q Q
Business Unit		
Department		
Position Number		
Recruitment Contact	~	
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Step	Action
3.	Click the Job Opening title link.

Favorites - Main Menu - >	Recruiting -	> Search Jo	b Openings						
Search Job Openings									
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1 Results Found	/								
Search Results 👔						Personalize   F	Find   View All   🔄	F	irst 🛞 1 of 1 🛞 Last
Job Opening	Job ID 🔻	Status	Туре	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created

Step	Action
4.	Find the desired applicant in the list shown to create an interview evaluation. Across from their name, click <b>Other Actions &gt; Recruiting Actions &gt; Create</b> Interview Evaluation

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	Job Opening ID Job Posting Title	40108 Admissions Mai 9254 (Program	nager (Sarasota Coordinator)				Status 010 Business Unit FS Department 188		nter for the Art	ts)		
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Select	Applicant Name	Applicant ID	Vet Pref	Application Date-	Туре	Disposition	Application	Resume	Route	Print		
	Sus ie Seminole		Y	04/25/2016 11:51	PM Employee	050-Route			6 <del>.0</del>	8	- Othe	Actions
	Molly Mendenhall		N	04/19/2016 12:15	PM Employee	050-Route			õõ	8	- Othe	er Actions
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Print Job Opening

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View / Edit Application Details RECRUITER ONLY - Edit Disposition

Step	Action
5.	Enter or Select the Interview Date.

### Interview Evaluation

Submit Save as Draft   ( Return	
Name Susie Seminole Applicant ID 123456 Status 010 Active	
Evaluation	
*Interview Date 12/16/2015	
*Interview Type	
Recommendation	
Overall Rating 🔹	
Recommendation <b>v</b>	
Comments	<u>م</u>
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Step	Action
6.	Click the drop down menu for <b>Interview Type</b> & choose the appropriate type from list shown.

Submit Save as Dr	Name Susie Seminole cant ID 123456		
	Status 010 Active		
Evaluation			
*Interview Date	12/16/2015	<b>F</b>	
*Interview Type	[		
Recommendation	Campus		
Overall Rating Recommendation Comments	Inhouse1 Inhouse2 Inhouse3		
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Action Step 7. Under the Interview Ratings column, select the applicant's rating from the drop down menu for all categories listed: Communication Skills, Education/Training, Technical Skills, and Work Experience. Note: there is only one system rating category for Faculty evaluations (Overall Qualifications). If desired, enter job-related notes in the comment fields. Do not make any comments that may be interpreted as discriminatory. OMNI Human Resources Main Menu 👻 > Recruiting 👻 > Search Job Openings > Manage Job Opening Favorites -Name Susie Semin Applicant ID 123456 Status 010 Active Job Posting Title Admissions Manager (Sarasota, FL) Job Opening ID 40108 Job Opening Status 010 Evaluation Find First 🕚 1-4 of 4 🕑 Last Interview Ratings \*Interview Date 12/20/2016 Ħ Category Communication Skills Interview Rating Excellent ~  $\sim$ \*Interview Type Inhouse1 Score 5 Recommendation Comment Clear and concise thought process.  $\mathbf{\sim}$ Overall Rating Recommendation  $\checkmark$ Comments 70 ×. Category Education/Training Interview Rating Excellent  $\sim$ Score 5 Comment Training certifications exceeds expectations 7 Category Technical Skills Interview Rating Excellent  $\checkmark$ Score 5 Comment Certifications obtained indicate a high level of technical skills 7 È Category Work Experience Interview Rating Score 0 erage 7 Comment cellent Not Qualified Submit Save as Draft | AReturn Top of Page

Step	Action
8.	Use the drop down menu to select the applicable <b>Overall Rating.</b> Leave the
	Recommendation blank.
	Enter any job-related comments in the <b>Comments</b> area.

tes       Main Menu       → Recruiting       → Search Job Openings       Manage Job Opening      Name Susie Seminole      Applicant ID 123458      Status 010 Active	Job Posting Title Admissions Manager (Sarasota, FL) Job Opening ID 40108 Job Opening Status 010
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*Interview Date 12/20/2016 B *Interview Type Inhouse1 V commendation Overall Rating Recommendation Excellent Not Qualified	Category Communication Skills       Interview Rating Excellent       Comment Clear and concise thought process.
	Category Education/Training Interview Rating Excellent Score 5 Comment Training certifications exceeds expectations.
	Category Technical Skills Interview Rating Excellent Score 5 Comment Certifications obtained indicate a high level of technical skills.
	Category Work Experience Interview Rating Excellent Score 5 Comment Sufficient work experience.

Step	Action
9.	Click the <b>Submit</b> button.
	<b>NOTE:</b> The interview evaluation must be submitted in order to be considered complete. Use the <b>Save as Draft</b> button to save your work for completion at a later time. To return to a saved interview evaluation, click on the applicant's name from the pool then the <b>Interview Evaluation</b> link.

OMNI Human Resources	
Favorites  Main Menu  Sus is Seminole Applicant ID 123458 Status 010 Active	Job Posting Title Admissions Manager (Sarasota, FL) Job Opening ID 40108 Job Opening Status 010
Evaluation	Interview Ratings Find First (3) 1-4 of 4 (2) Last
*Interview Date 12/20/2016 3 *Interview Type Inhouse1 Recommendation Overall Rating Excellent Recommendation Comments	Category Communication Skills         Interview Rating Excellent       Score 5         Comment Clear and concise thought process.
	Category Education/Training Interview Rating Excellent  Comment Training certifications exceeds expectations.
	Category Technical Skills Interview Rating Excellent Score 5 Comment Certifications obtained indicate a high level of technical skills.
	Category Work Experience Interview Rating Excellent V Score 5 Comment Sufficient work experience.
↓ ↓	₹.
Submit Save as Draft   An Return	Top of Page

Step	Action
10.	After clicking <b>Submit</b> , the following <b>Message</b> will be displayed.

Screen (0)		Route (1)		Interview (1)	Offer (0)	Hire (0)		Hold (0)		Reject (0)	
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**Congratulations!** You have completed this topic.

Questions on this procedure? Contact your assigned Employment Recruiter.

Last updated 8/9/16