

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 HR Icon .



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		
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▼ Search Criteria ?		
Job Posting Title		
Job Opening ID	40108 ×	Q
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Most Recent Activity	~	
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Hot Job	✓	
My Association	~	
Hiring Manager Recruiter		
Created By		Q Q
Business Unit		
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Position Number		
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Step	Action
3.	Click the Job Opening title link.

Favorites - Main Menu - >	Recruiting -	> Search Jo	b Openings						
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1 Results Found	/								
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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 Other Actions > Recruiting Actions > Create 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 .0	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 v	
Comments	<u>م</u>
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Step	Action
6.	Click the drop down menu for Interview Type & 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	F	
*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 Overall Rating. Leave the
	Recommendation blank.
	Enter any job-related comments in the Comments 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 Submit button.
	NOTE: The interview evaluation must be submitted in order to be considered complete. Use the Save as Draft 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 Interview Evaluation 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 Submit , the following Message will be displayed.

Screen (0)		Route (1)		Interview (1)	Offer (0)	Hire (0)		Hold (0)		Reject (0)	
						Personalize	Find View All	121	First 🧐	1-2 of 2	(E) Last
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Congratulations! You have completed this topic.

Questions on this procedure? Contact your assigned Employment Recruiter.

Last updated 8/9/16