



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.

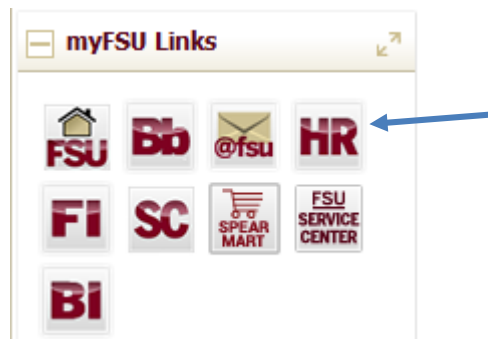
Key Information:

Job Opening ID Interview Date/Type

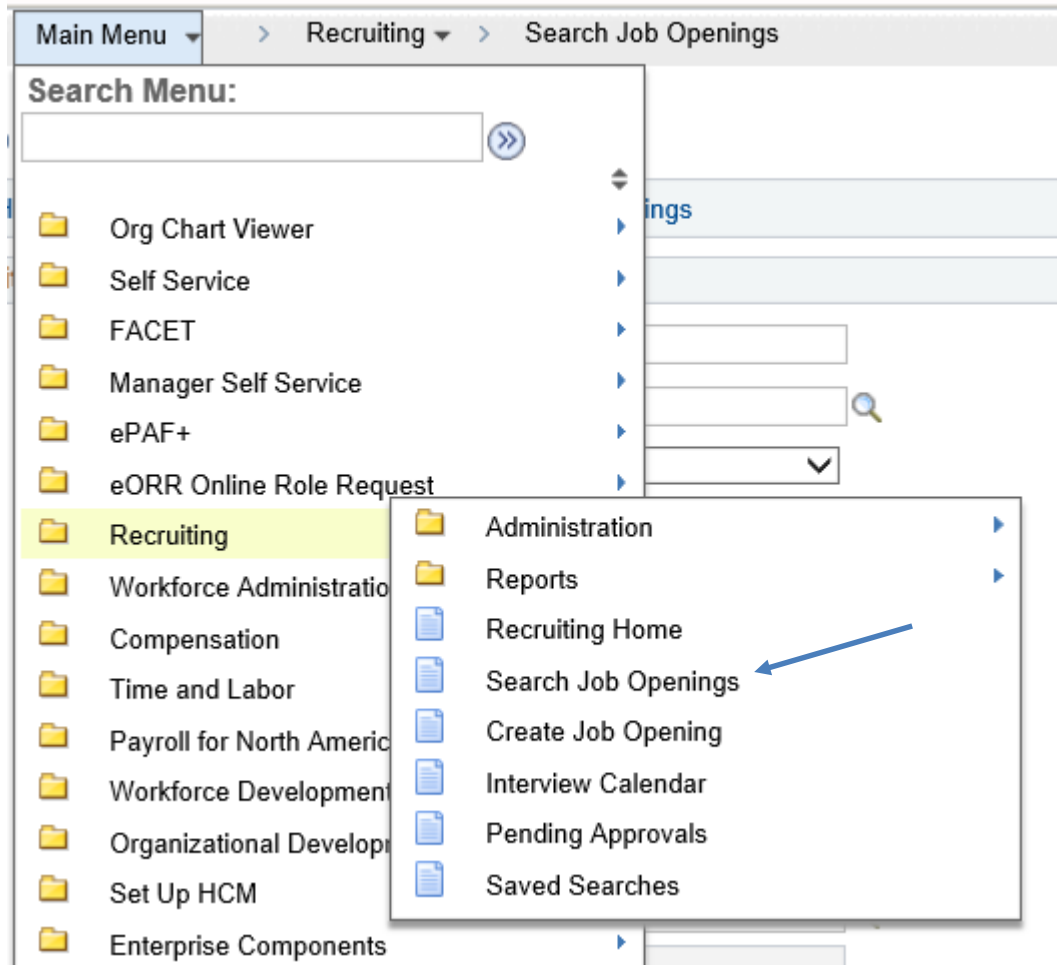
Applicant's Ratings/Recommendation

[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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Favorites ▾ Main Menu ▾ > Recruiting ▾ > Search Job Openings

Search Job Openings

[Recruiting Home](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

▼ **Search Criteria** ?

Job Posting Title
 Job Opening ID 
 Status ▾
 Most Recent Activity ▾
 Job Opening Type ▾
 Hot Job ▾
 My Association ▾
 Hiring Manager 
 Recruiter 
 Created By 
 Business Unit 
 Department
 Position Number 
 Recruitment Contact ▾

Step	Action
3.	Click the Job Opening title link.

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Favorites ▾ Main Menu ▾ > Recruiting ▾ > Search Job Openings


Search Job Openings

[Recruiting Home](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

▶ **Search Criteria** ?

1 Results Found

Search Results ?

[Personalize](#) |
 [Find](#) |
 [View All](#) |
  |
 
 First 1 of 1 Last


Job Opening	Job ID ▾	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
Admissions Manager (Sarasota, FL)	40108	Open	Standard Requisition	Sarasota, FL	1	1	2		04/07/2016

▼ Group Actions

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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



[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Search Job Openings](#) > [Manage Job Opening](#)

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID 40108 Job Posting Title Admissions Manager (Sarasota, FL) Job Code 9254 (Program Coordinator) Position Number 00056523 (Admissions Mgr)	Status 010 Open Business Unit FSU01 (FSU Business Unit) Department 188000 (Ringling Center for the Arts) Job Family ADMIN (Administrative Services)
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Applicants | Applicant Screening | Activity & Attachments | Details

	Applied (0)	Screen (0)	Route (2)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ? Personalize | Find | View All | | | First 1-2 of 2 Last

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	Sus ie Seminole		Y	04/25/2016 11:51PM	Employee	050-Route					Other Actions
<input type="checkbox"/>	Molly Mendenhall		N	04/19/2016 12:15PM	Employee	050-Route					Other Actions

Select All | Deselect All | Group Actions

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Top of Page

Print Job Opening Personalize

Status 010 Open Business Unit FSU01 (FSU Business Unit) Department 188000 (Ringling Center for the Arts) Job Family ADMIN (Administrative Services)
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	Offer (0)	Hire (0)	Hold (0)	Reject (0)
--	-----------	----------	----------	------------

Personalize | Find | View All | | | First 1-2 of 2 Last

Application	Resume	Route	Print	
				Other Actions
				Other Actions

Recruiting Actions >

- Create Interview Evaluation
- Prepare / View Job Offer
- View / Edit Application Details
- RECRUITER ONLY - Edit Disposition

Print Job Opening Top of Page


Step	Action
5.	Enter or Select the Interview Date .

Interview Evaluation

| [Return](#)

Name Susie Seminole
Applicant ID 123456
Status 010 Active

Evaluation

*Interview Date 


*Interview Type

Recommendation

Overall Rating

Recommendation

Comments



Step	Action
6.	Click the drop down menu for Interview Type & choose the appropriate type from list shown.

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


Comments

Campus
Inhouse1
Inhouse2
Inhouse3
Phone

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Step	Action
7.	<p>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).</p> <p>If desired, enter job-related notes in the comment fields. <u>Do not make any comments that may be interpreted as discriminatory.</u></p>



Favorites > Main Menu > Recruiting > Search Job Openings > Manage Job Opening

Job Posting Title Admissions Manager (Sarasota, FL)
 Job Opening ID 40108
 Job Opening Status 010

Evaluation

*Interview Date by

*Interview Type

Recommendation

Overall Rating

Recommendation

Comments

Interview Ratings Find First 1-4 of 4 Last

Category Communication Skills

Interview Rating Score 5

Comment

Category Education/Training

Interview Rating Score 5

Comment

Category Technical Skills

Interview Rating Score 5

Comment

Category Work Experience

Interview Rating Score 0

Comment

Submit Save as Draft | Return
Top of Page

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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.

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[Favorites](#) > [Main Menu](#) > [Recruiting](#) > [Search Job Openings](#) > [Manage Job Opening](#)

 Job Posting Title Admissions Manager (Sarasota, FL)
 Job Opening ID 40108
 Job Opening Status 010

Name Susie Serrinole
Applicant ID 123456
Status 010 Active

Evaluation

*Interview Date BS

*Interview Type

Recommendation

Overall Rating Average
Excellent
Not Qualified

Recommendation

Comments

Interview Ratings Find First 1-4 of 4 Last

Category Communication Skills

Interview Rating Score 5

Comment

Category Education/Training

Interview Rating Score 5

Comment

Category Technical Skills

Interview Rating Score 5

Comment

Category Work Experience

Interview Rating Score 5

Comment

Submit Save as Draft | [Return](#)

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Step	Action
9.	<p>Click the Submit button.</p> <p>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.</p>

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OMNI Human Resources

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Search Job Openings > Manage Job Opening

Name Susie Semholc
Applicant ID 123456
Status 010 Active

Job Posting Title Admissions Manager (Sarasota, FL)
Job Opening ID 40108
Job Opening Status 010

Evaluation

*Interview Date

*Interview Type

Recommendation

Overall Rating

Recommendation

Comments

Interview Ratings Find First 1-4 of 4 Last

Category Communication Skills

Interview Rating Score 5

Comment

Category Education/Training

Interview Rating Score 5

Comment

Category Technical Skills

Interview Rating Score 5

Comment

Category Work Experience

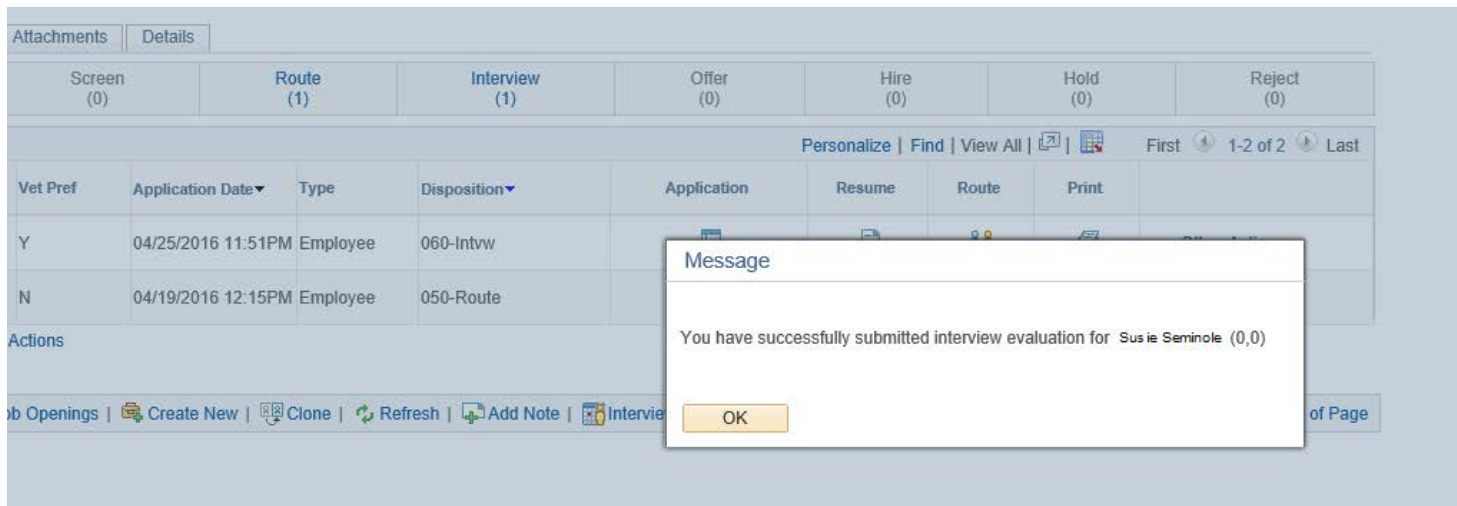
Interview Rating Score 5

Comment

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Step	Action
10.	After clicking Submit , the following Message will be displayed.



Congratulations!
You have completed this topic.

Questions on this procedure? Contact your [assigned Employment Recruiter](#).

Last updated 8/9/16