



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.

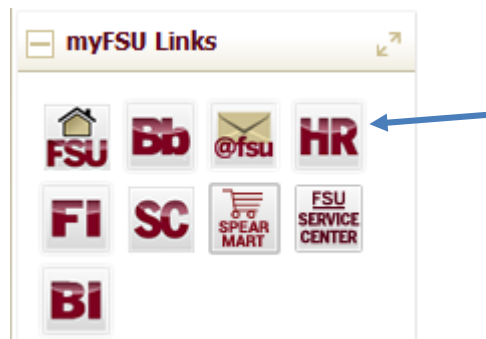
Key Information:

Job Opening ID Interview Date/Type

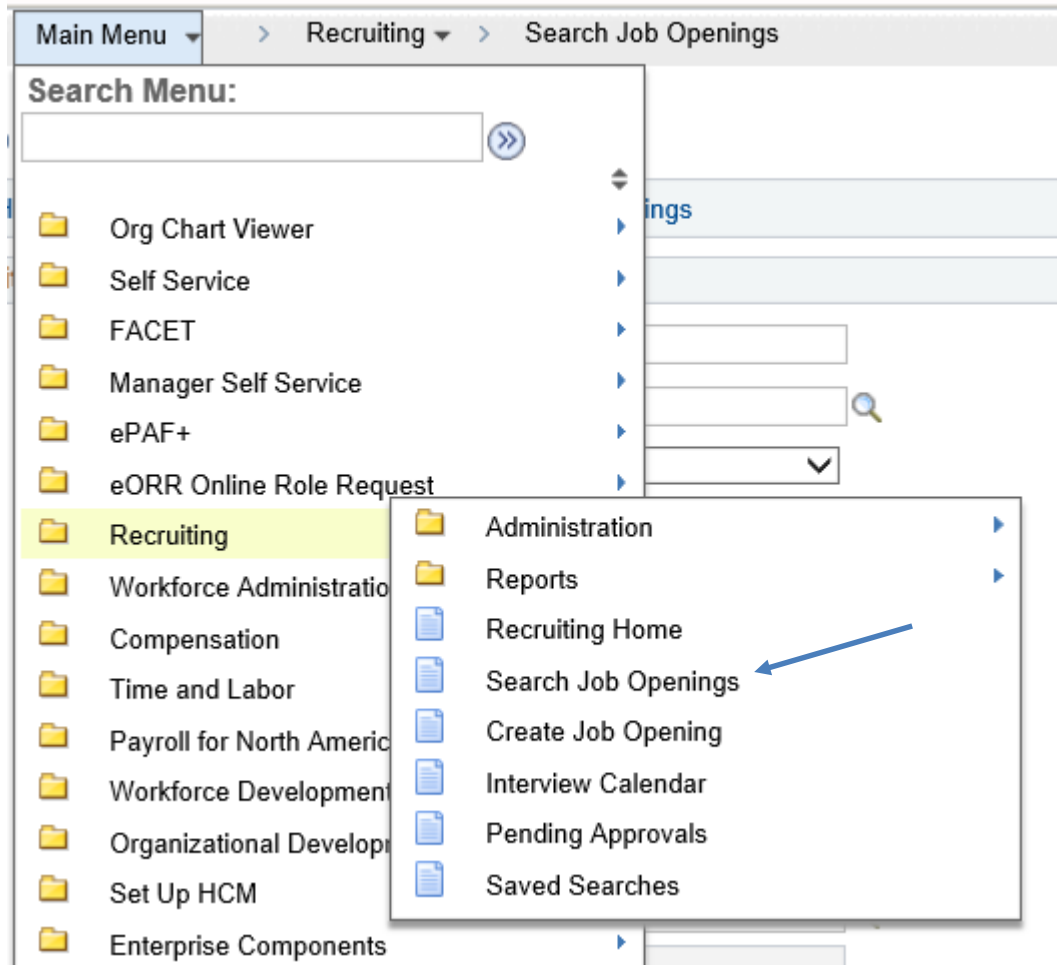
Applicant's Ratings/Recommendation

[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 .



myFSU OMNI Human Resources

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

OMNI Human Resources

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

Manage Job Opening

[Return](#) |
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 [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)			
<div style="display: flex; justify-content: space-between; align-items: center;"> Applicants (?) Personalize Find View All Print First 1-2 of 2 Last </div>											
Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Susie 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](#)

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[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)
<div style="display: flex; justify-content: space-between; align-items: center;"> Personalize Find View All Print First 1-2 of 2 Last </div>			
Application	Resume	Route	Print
Other Actions			

[Recruiting Actions](#) >
 [Applicant Actions](#) >

[Create Interview Evaluation](#)

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[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>

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OMNI Human Resources

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

Name: Susie Semino
 Applicant ID: 123456
 Status: 010 Active

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](#)

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

Evaluation

*Interview Date

*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

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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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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

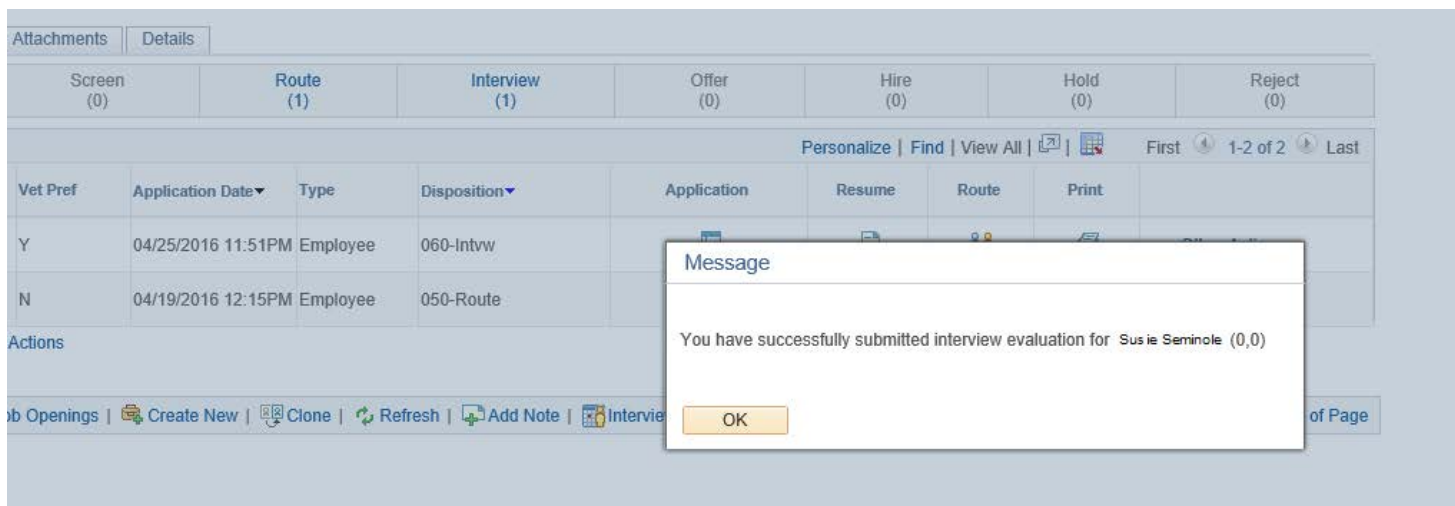
Comment

Submit
Save as Draft
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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