



Quick Reference Guide: EO Considerations with Applicant Assessment

Purpose: This quick reference guide will outline the process for assessing applicants and successfully transitioning them through PeopleAdmin 7 for an interview request.

1. Login to PeopleAdmin 7 as an **Applicant Reviewer**.
 2. Select the posting that is ready for Applicant Assessment (applicants have applied).
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3. The screening process begins with a review of the application materials submitted by applicants in response to the qualifications (minimum, preferred, KSAs), as listed on the job posting. The department or search committee is responsible for selecting candidates for interview who meet all the minimum requirements and are most qualified to fill the vacancy based on the advertised qualifications.
 4. The department/search committee should agree upon how the assessment will be completed. What tools will you utilize for assessment (department assessment sheets, rubric, OEOC evaluative criteria worksheet, etc.)
 - **APPLICANT ASSESSMENT TOOL:** *To assist in the review process, OEOC has created an Applicant Evaluative Criteria Worksheet that allows departments/search committees to list each applicant, qualifications (including Arkansas Veterans Preference), and have the qualifications quantified into an overall total to easily identify the most qualified applicants. In the event that is it necessary, there are also areas for justifications/comments for the department to articulate any further reasoning that went into identifying the top applicants. Utilizing this assessment tool will help to eliminate unconscious biases and create a consistent and fair review of the applicants.*
 - **ASSESSING ARKANSAS VETERANS PREFERENCE:** *In compliance with Ark. Code Ann. §§ [21-3-302](#) and [303](#) of the State Veteran's Preference Law and [OPM Policy No. 30.20](#), the university gives preference in appointment and employment for certain qualified veterans, their spouses, or the surviving spouse of a deceased qualified veteran.*
 - i. **Departments are able to see which applicants have identified or provided the requested Proof of Veteran or Spouse of Veteran Status, by either reviewing the provided proof of veteran status document or by reviewing the following fields that are on the saved search:**

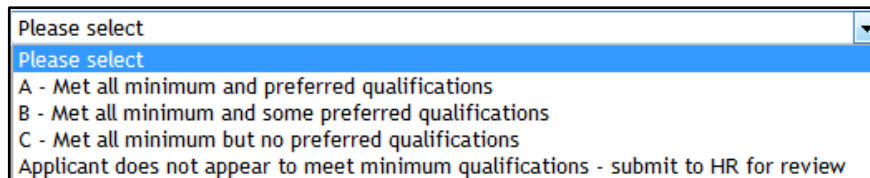
Arkansas	Arkansas
Veterans	Veterans
Preference	Preference
(AVP) - 5	(AVP) - 10
points	points
added to	added to
scoring	scoring

- **BEST PRACTICES:** *For information regarding best practices and common errors when assessing applicants, please review the OEOC website: [Evaluating Applicant Credentials](#)*

5. Once all applicants have been properly assessed, the department/search committee should identify if pre-interview screenings are necessary. If deemed necessary, the department/search committee may conduct the pre-interview screenings before approval from HR & OEOC.
 - **Note:** *The pre-interview cannot be the only interview conducted. There must be a secondary "final" interview and that interview must be reviewed by HR & OEOC before proceeding. In the event that there has to be additional "final" interviews, those must be reviewed by HR & OEOC before proceeding.*
6. Once all screenings and assessments have been conducted, the department/search committee should come to a consensus in regard to how each applicant will be rated, the status, and reason code.
 - **Note:** *All assessment documents or the aggregate of the assessment documents is required to be kept in the search file or uploaded to PeopleAdmin7 and retained for a minimum of three (3) years.*

Transitioning Applicants through PeopleAdmin 7

1. Utilizing the applicant assessment document, the identified individual who will be inputting the information into PeopleAdmin 7 will first begin by rating the applicant(s).
2. Rate the Applicant with the appropriate reason. Select the appropriate applicant by clicking on their name, then hover over the **Take Action on Job Application** (orange button on the right hand side of the screen), and choose **Rate Applicant**. The following options are available:



- **REVIEW FOR MINIMUM QUALIFICATIONS:** *Departments should review applicants, who pass the initial screening questions, for minimum qualifications. If an applicant in a Classified or Non-Classified posting does not appear to meet the minimum qualifications, choose the rating **Applicant does not appear to meet minimum qualifications - submit to HR for review**. If HR confirms that the applicant does not meet the minimum qualifications, HR will update the status of the applicant to **HR determined does not meet minimum qualifications** and an email will be generated to the applicant. If HR sees that minimum qualifications are met, the department will be contacted and the applicant status will be changed back to **Under Review by Department**. A new rating will need to be selected.*

3. After the applicant is rated, the applicant status will need to be updated to reflect an appropriate status along with an appropriate selection reason. If Pre-Screening Interviews are going to be conducted, choose **Selected for Pre-Screening Interview**, and begin the process. See **Table 1** for status and selection reason options. If Pre-Screening interviews will not be conducted, move on to **Table 2**.

Status for applicants that have been pre-screened	Status for applicants with no pre-screening
Selected for Final Interview	Selected for Final Interview
Second Tier	Second Tier
Pre-Interview Screened, Not Selected for Final Interview	Not Selected for Final Interview
Pre-Interview Screened, No Further Consideration	No Further Consideration
Previously Interviewed, No Further Consideration	Previously Interviewed, No Further Consideration

Table 1: Status for applicants that have been pre-screened

Status	Selection Reason: Rationale for Selection Reason
Selected for Final Interview	No Selection Reason Required: <i>These candidates will be extended the opportunity for final interview, of which approval must be granted before final interviews are conducted.</i>
Second Tier	No Selection Reason Required: <i>Choose this option for applicants that would be the 'second choice' if a viable candidate for interview is not identified in the initial interview request.</i>
Pre-Interview Screened, Not Selected for Final Interview (email at filled) <i>Applicants at this stage can potentially be contacted for interview, if a viable candidate is not found with the initial request for interview or with the request to interview the second tier applicants.</i>	<ul style="list-style-type: none"> • Did not meet all preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>If an applicant withdrew, documentation must be kept noting the time/date in which the application was withdrawn.</i> • Frequent job changes: <i>Departments/Hiring Officials should review the reason for leaving a position before selecting Frequent Job Changes.</i> • Certifications/education less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Please note that this should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final interview • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview

	<ul style="list-style-type: none"> • Position not being filled • Not available for Pre-Interview
<p>Pre-Interview Screened, No Further Consideration (email during review process)</p> <p><i>Once interview approval has been granted for the candidates, applicants with this rating will no longer be available for the department to request for interview, even if all other applicants have been interviewed. OEOC will contact the department to ensure that this is the desired status before approval is given. Applicants will be notified via email.</i></p>	<ul style="list-style-type: none"> • Did not complete required process • Frequent job changes: <i>Departments/Hiring Officials should review the reason for leaving a position before selecting Frequent Job Changes</i> • Experience not applicable to position: <i>Please note that this should ONLY be used if experience is not a minimum qualification.</i> • Unfavorable references/work history • Weak communication skills (written and/or oral) • Position not being filled • Applicant Withdrew: <i>If an applicant withdrew, documentation must be kept noting the time/date in which the application was withdrawn.</i> • Ineffective Interview • Not available for Pre-Interview: This status can be used for applicants who do not respond to the request for pre-interview screening • Experience less relevant than candidate(s) selected for final interview
<p>Previously Interviewed, No Further Consideration</p>	<ul style="list-style-type: none"> • Did not meet all preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>If an applicant withdrew, documentation must be kept noting the time/date in which the application was withdrawn.</i> • Frequent job changes: <i>Departments/Hiring Officials should review the reason for leaving a position before selecting Frequent Job Changes.</i> • Certifications/education less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Please note that this should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final interview • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview • Position not being filled • Not available for Pre-Interview • Hiring Proposal Canceled – Offer Declined • Selected for hire for other position within the university

Table 2: Status for applicants with no pre-screening

Status	Selection Reason: Rationale for Selection Reason
Selected for Final Interview	No Selection Reason Required: <i>These candidates will be extended the opportunity for final interview, of which approval must be granted before final interview are conducted.</i>
Second Tier	No Selection Reason Required: <i>Choose this option for applicants that would be the 'second choice' if a viable candidate for interview is not identified in the initial interview request.</i>
Not Selected for Final Interview (email at filled)	<ul style="list-style-type: none"> • Did not meet the preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>If an applicant withdrew, documentation must be kept noting the time/date in which the application was withdrawn.</i> • Frequent job changes: <i>Departments/Hiring Officials should review the reason for leaving a position before selecting Frequent Job Changes.</i> • Certifications/education less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Please note that this should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final interview • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview • Position not being filled
No Further Consideration (email during review process) <i>Once interview approval has been granted for the candidates, applicants with this rating will no longer be available for the department to request for interview, even if all other applicants have been interviewed. OEOC will contact the department to ensure that this is the desired status before approval is given. Applicants will be</i>	<ul style="list-style-type: none"> • Did not complete required process • Frequent job changes: <i>Departments/Hiring Officials should review the reason for leaving a position before selecting Frequent Job Changes.</i> • Experience not applicable to position: <i>Please note that this should ONLY be used if experience is not a minimum qualification.</i> • Unfavorable references/work history • Weak communication skills (written and/or oral) • Position not being filled

<p><i>notified via email.</i></p>	
<p>Previously Interviewed, No Further Consideration</p>	<ul style="list-style-type: none"> • Did not meet all preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>If an applicant withdrew, documentation must be kept noting the time/date in which the application was withdrawn.</i> • Frequent job changes: <i>Departments/Hiring Officials should review the reason for leaving a position before selecting Frequent Job Changes.</i> • Certifications/education less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Please note that this should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final interview • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview • Position not being filled • Not available for Pre-Interview • Hiring Proposal Canceled – Offer Declined • Selected for hire for other position within the university


Table 3: Status for applicants after Final Interview

Status	Selection Reason: Rationale for Selection Reason
Approved for Interview, Not Hired	<ul style="list-style-type: none"> • Did not meet the preferred qualifications: <i>Please review ALL the preferred qualifications to ensure the applicant does not meet this requirement.</i> • Applicant Withdrew: <i>If an applicant withdrew, documentation must be kept noting the time/date in which the application was withdrawn.</i> • Frequent job changes: <i>Departments/Hiring Officials should review the reason for leaving a position before selecting Frequent Job Changes.</i> • Certifications/education less relevant than candidate(s) selected for final interview • Experience not applicable to the position: <i>Please note that this should ONLY be used if experience is not a minimum qualification.</i> • Experience less relevant than candidate(s) selected for final inter view • Unfavorable references/work history • Weak communication skills (written and/or oral) • Ineffective Interview • Position not being filled • Not Available for Interview • Hiring Proposal Canceled – Offer Declined • Selected for hire for other position within the university

- Departments/Search Committees are able to upload their applicant assessment documents to PeopleAdmin 7 prior to submitting the pool for interview review.
 - While under the **Applicant Reviewer** role click **Edit** next to the name of the job posting

Posting: Administrative Specialist III (Classified) [Edit](#) 

- Click **Posting Documents**

Editing Posting
✔ Position Details
✔ Recruitment Plan
✔ Posting Documents 
✔ Qualifying Groups
✔ Supplemental Questions
✔ Documents Needed to Apply
✔ Guest User
✔ Search Committee
✔ Evaluative Criteria
Summary

- Scroll down the listing of documents types to upload until you reach **Evaluative/Screening Documentation** and click **Action** to upload the requisite document

----- Evaluative/Screening Documentation -----	Actions ▾
Departmental Evaluative Tools (screening questions, summaries, rubric, spreadsheets, etc.)	Actions ▾
Additional Departmental Evaluative Tools	Actions ▾
----- Labor Market Test Announcements -----	Actions ▾
Announcement 1 (required external job posting in Dept. #1)	Actions ▾
Announcement 2 (required external job posting in Dept. #2)	Actions ▾
Sunday Ad Week 1 (Ad from Sunday paper week 1)	Actions ▾
Sunday Ad Week 2 (Ad from Sunday paper week 2)	Actions ▾
Labor Market Test - Job Guide Ad	Actions ▾

- Once the upload is completed, click **Save** (at the top or bottom of the page) and then either click **Next** until you get back to the posting summary or click **Summary** in the menu option to the left.